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Preface

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Registration

Fill out and return the registration card included in the product package to receive free Technical Support and information on future updates or products.

You can also register online at **www.avery.com/labelprinter/reg**.

Avery Support

Avery Consumer Service Centers

Avery Consumer Service Centers provide product information for all Avery products available in the United States and Canada.

Avery Consumer Service Centers	
United States **Phone: 1-800-GO-AVERY (1-800-462-8379)** **Fax: 1-800-831-2496**	**Canada** **Phone: 1-888-462-8379** **Fax: 1-888-283-7939**
Hours of operations are between 9 AM and 7 PM Eastern time (6 AM and 4 PM Pacific time) Monday through Friday.	

Avery Technical Support

Avery provides technical support by telephone for all Avery software products.

If you have a question about the Avery® Assistant™ or the Personal Label Printer, be sure to check the **Help** file or this manual before calling Avery Technical Support.

Technical Support United States and Canada	
Phone: 1-503-469-3300	**Fax: 1-503-574-1330**
Hours of operations are between 8 AM and 8 PM Eastern time (5 AM and 5PM Pacific time) Monday through Friday.	

If you call Avery Technical Support, please be at your computer with the Avery® Assistant™ running. Be prepared to provide the following information:

- The version of the Avery® Assistant™ you are using. Select **Help** > **About...** from the Avery® Assistant™ **Menu Bar** for version information.
- Details about your computer: type of computer, operating system, network, printer and printer driver and amount of memory.
- The *exact* wording of any messages that appeared on your screen.
- What you were doing when the problem occurred.

- Whether or not you could recreate the problem.
- How you tried to solve the problem.

You can also write to us at:

Avery Consumer Service Centers Correspondence	
United States **Avery Dennison** **Consumer Service Center** **P.O. Box 129** **Brea, CA 92822-0129**	**Canada** **Avery Dennison** **Consumer Service Center** **1840 Clements Rd.** **Pickering, Ontario** **LIW 3R8**

Avery.com

Check **www.avery.com/labelprinter** frequently for product updates, software tips and ideas, new layouts and more.

General Safety Information

FOLLOW ALL INSTRUCTIONS AND SAFETY WARNINGS INDENTIFIED IN THIS MANUAL AND ON THE EQUIPMENT TO AVOID POTENTIALLY SERIOUS INJURY.

CONTACT THE AVERY CONSUMER SERVICE CENTER WITH ANY QUESTIONS AT 1-800-GO-AVERY.

- WARNING! TO PREVENT THE RISK OF ELECTRIC SHOCK, DO NOT REMOVE THE COVER OR BOTTOM PANEL. THERE ARE NO CONSUMER SERVICABLE PARTS INSIDE THIS MACHINE. PLEASE REFER SERVICE TO A QUALIFIED SERVICE AGENT.
- Do not expose the interior or moving parts of the machine to any liquids or cleaning fluids unless explicitly directed to do so as part of the care and maintenance of the printer.
- Do not expose the machine to temperature or humidity extremes, direct sunlight or any extreme direct sources of light or excessive dust or vibrations.
- Position the machine on a stable, level surface. Do not drop, apply extreme force to the controls or put heavy objects on top of the machine.
- If cleaning of the outer casing is required, use a damp cloth without any cleaning fluids.
- CAUTION: To avoid injury or damage, keep fingers, hair, and loose clothing clear of moving parts.
- Do not attempt to insert anything other than Avery® Personal Label Printer rolls or the cleaning card into the machine.
- Warning! Only use the power supply and power cord that are provided with the machine.

Care and Cleaning

- WARNING! SHOCK HAZARD. To avoid injury, always disconnect power cord from wall outlet before cleaning the machine.
- Inspect the roller for label pieces. Manually remove any pieces that are stuck to the rollers. If adhesive residue builds up on the roller, please visit our web site at **www.avery.com/labelprinter** for cleaning instructions.
- Use a NON-FLAMMABLE air duster to blow the dust from the machine parts.
- Do not insert any implements or tools into the working parts.
- If cleaning of the outer casing is required, use a damp cloth without any cleaning fluids.
- A cleaning card is provided to clean the Print Head mechanism.
  - Remove the labels from the printer. *Refer to Label Removal in this section*.
  - Remove the cleaning card from the pouch.
  - Refer to the cleaning card packet for instructions on use.

FCC Part 15 Regulation

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Chapter 1: Avery® Personal Label Printer Guide

Overview

Getting Started

Getting started with your Avery® Personal Label Printer is easy. All you need to do is provide power, a connection to a computer, load the labels into the printer and you are ready to print and peel one label after the other. Or you can print multiple labels, without peeling.

Printing

The Avery® Personal Label Printer never needs toner cartridges, refills or printer ribbons! Direct thermal printing on specially treated labels eliminates inkjet clogs and toner spills.

Labels

Avery Dennison has designed unique direct print thermal label rolls to work with your Avery® Personal Label Printer to provide consistent high-quality printing.

- Non-Avery Personal Label Printer rolls will not work with this printer.
- Exposure to extreme heat, direct sunlight or bright fluorescent light for extended periods of time will cause the labels to fade.
- Store unused labels in the original black wrapper to ensure label quality.
- After printing labels, avoid applying them to surfaces exposed to prolonged bright light, moisture and extreme temperatures.

Power

The Avery® Personal Label Printer operates internally at 24VDC. Your package contains a **DC Converter** that allows you to plug it into any readily available wall socket to provide power to the machine. Simply plug the cord into the wall, insert the jack from the adapter into the socket in the rear of the machine and you are ready to turn on the **Power Switch**. *(Refer to the Printer Parts and Descriptions page)*

When the printer is turned on and the labels are loaded, one label will be ejected. This ensures that the correct label roll has been loaded and that the labels are properly aligned for printing.

When your Avery® Personal Label Printer is powered properly and the switch is in the **ON** position, the **Status Light Indicator** button on the front of the machine will glow **GREEN**. *(Refer to the Printer Parts and Descriptions page)*

PC Connection

The Avery® Personal Label Printer is designed to communicate with computers via the USB interface. Your package includes a **USB Cable** for easy connection.

Plug one end of the **USB Port** in the rear of the printer and the other end into an available **USB Port** on your computer. *(Refer to the Printer Parts and Descriptions page)*

If the Avery® Personal Label Printer drivers have not been installed, the **Found New Hardware Wizard** appears. Insert the CD and refer to the section on **Printer Connection and Software Installation**.

Once the unit has been powered properly and connected to a computer, you are ready to load the labels and begin printing.

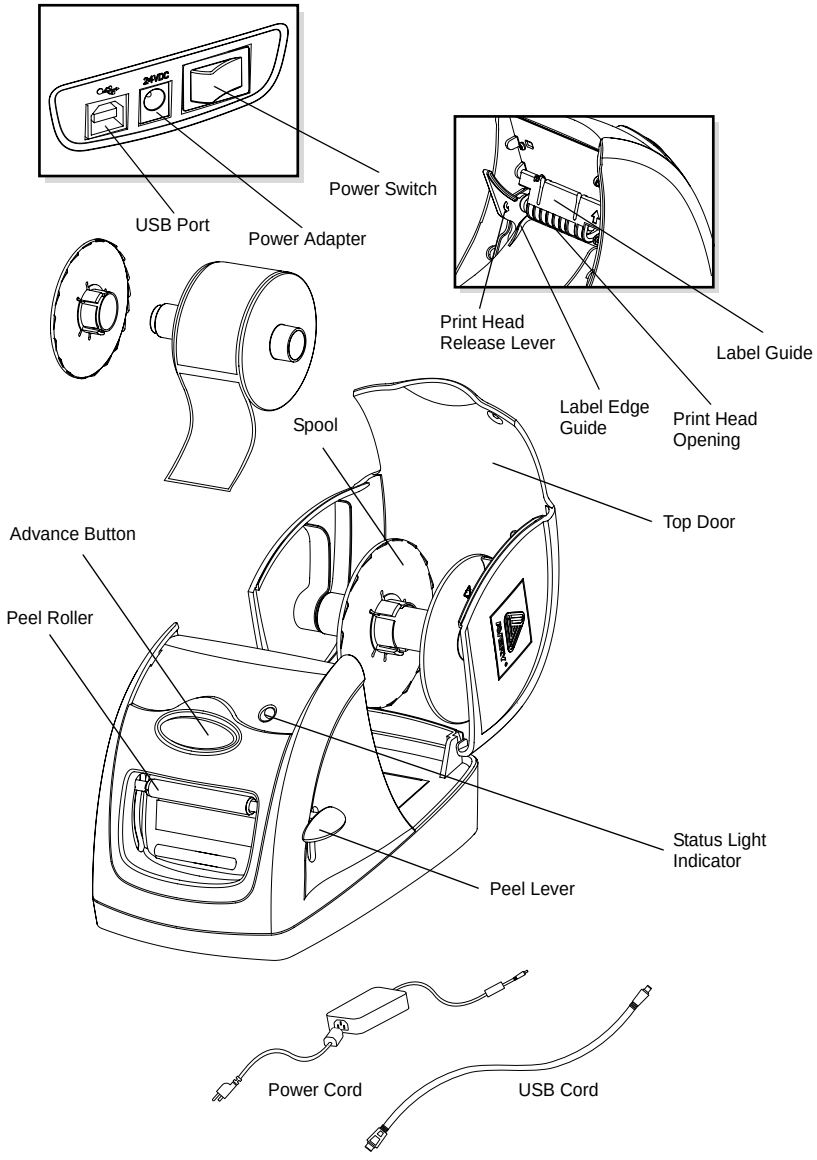
Contents of the Printer Package

The following items are in the Avery® Personal Label Printer packaging:

- Personal Label Printer
- Multi-Purpose Label Roll - 100 Labels (1” x 2 5/8”)
- AC Adapter and Cord
- USB Cable
- CD-ROM with Printer Driver and Label Design Software
- Quick Start User Guide
- Cleaning Card

The Avery® Personal Label Printer is not compatible with other label brands.

Printer Parts & Descriptions



Printer Connection & Software Installation

System Requirements

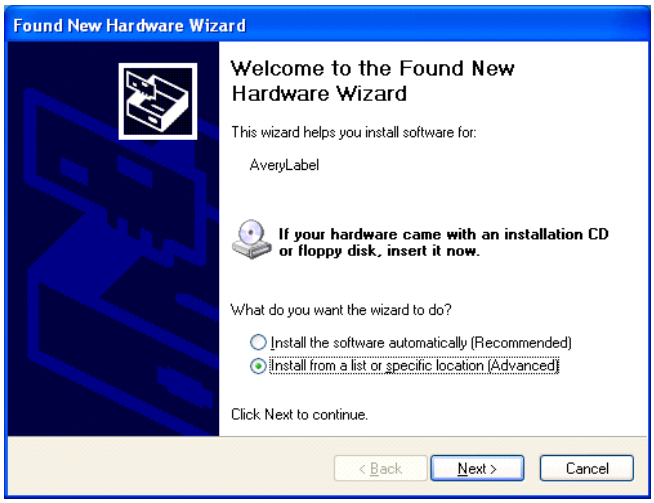
- Microsoft® Windows® 98, Microsoft® Windows® ME, Microsoft® Windows® 2000 or Microsoft® Windows® XP
- PC with Pentium® processor or equivalent
- 30 MB of free space on hard disk
- 128 MB of RAM
- 8x speed CD-ROM drive
- USB connection

System Requirements for the Avery® Assistant™ Software

- Host Application: Microsoft® Word 97, Microsoft® Word 2000, Microsoft® Word 2002/XP or Microsoft® Word 2003
- Browser: Microsoft® Internet Explorer 5.0 or higher

Avery® Personal Label Printer Installation

1. Plug the printer into the USB port of your computer and turn the printer power on. The **Found New Hardward Wizard** displays.


Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
This wizard helps you install software for:
AveryLabel
If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
Click Next to continue.
< Back
Next >
Cancel

2. Select **Install from a list or specific location (Advanced)**. Click **Next**.

3. Click **Browse** to navigate to the **Driver/2KXP** folder (for Windows 2000/XP) or **Driver/Win9x** folder (for Windows 98/ME) on the CD-ROM. Click **OK**. The printer driver installation begins.

4. Click **Finish**.

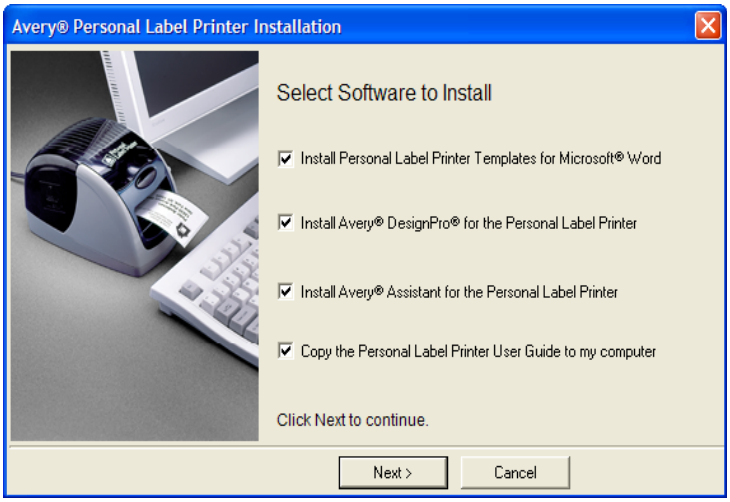
Note

If your system is running Microsoft® Windows 98, you may have to manually install the printer driver. Follow these steps to **Add Printer**. Click the **Start** button. Select **Settings** > **Printers**. Double click the **Add Printer** icon. Follow the **Add Printer Wizard** to install the printer.

Software Installation

Software installation consists of three options.

- Microsoft® Word Pre-Designed Templates
- DesignPro® 4 SE Software and Templates
- Avery® Assistant™ Software


Avery® Personal Label Printer Installation
Select Software to Install
Install Personal Label Printer Templates for Microsoft® Word
Install Avery® DesignPro® for the Personal Label Printer
Install Avery® Assistant for the Personal Label Printer
Copy the Personal Label Printer User Guide to my computer
Click Next to continue.
Next >
Cancel

The installation process also installs a copy of the Avery® Personal Label Printer Guide on your computer.

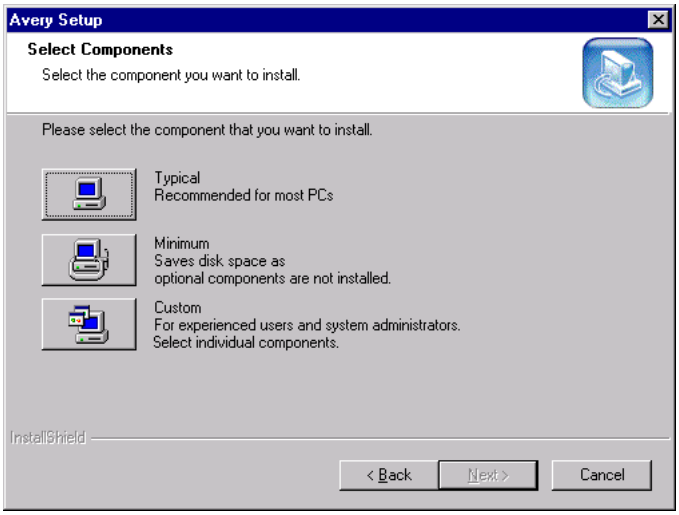
It is recommended that you install all options.

Microsoft® Word Pre-Designed Templates

If the checkbox for **Install Personal Label Printer Templates for Microsoft® Word** is selected, the installation process installs pre-designed templates for Microsoft® Word in the following folder on your computer: **\My Documents\Avery Templates**. Refer to the section, **Select, Design & Print Personal Label Printer Labels in Microsoft® Word**, in this guide to access these templates.

DesignPro® SE Software and Templates

1. During setup, you will have three different installation choices. Select one of the following.



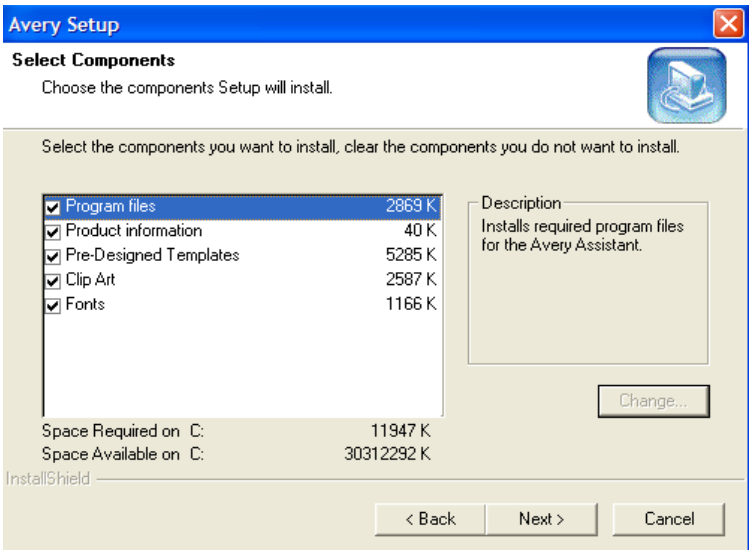
- **Typical** - Recommended for most computers.
- **Minimum** - Saves disk space as optional components are not installed.*
- **Custom** - For experienced users and system administrators. Select individual components.

* If this option is selected, the DesignPro CD may need to be inserted to access included graphics.

2. Continue following the on-screen instructions to complete the installation.

Avery® Assistant™ for the Personal Label Printer

1. Select the components you wish to install. Click **Next**.


Avery Setup
Select Components
Choose the components Setup will install.
Select the components you want to install, clear the components you do not want to install.
Program files 2869 K
Product information 40 K
Pre-Designed Templates 5285 K
Clip Art 2587 K
Fonts 1166 K
Description
Installs required program files for the Avery Assistant.
Change...
Space Required on C: 11947 K
Space Available on C: 30312292 K
InstallShield
< Back
Next >
Cancel

2. Continue following the on-screen instructions to complete the installation.

QuickStart

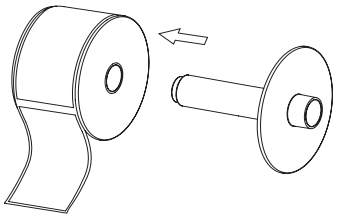
The Avery® Personal Label Printer was designed to work with genuine Avery Dennison label rolls. One starter roll is included with the printer. Just follow these quick and easy steps:

Loading the Labels

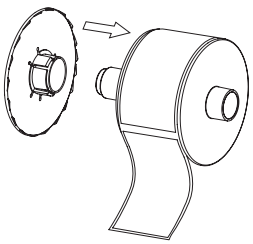
1. Prepare the labels for loading:

- Open the **Top Door** of your printer by lifting it up from the front until it is completely open.
- Prepare the label roll by removing it from the protective plastic wrap, locate the free end of the roll and remove the tape from the end of the roll.
- Hold the label roll with the labels rolling over the top toward you.

- Locate the longer, **Right Hand Spool** piece. *(See graphic)*
- Insert the shaft of the **Right Hand Spool** piece into the hole in the center of the label roll and slide as far as possible.(*See graphic)* Press the roll onto the ring at the base of the shaft until snug.

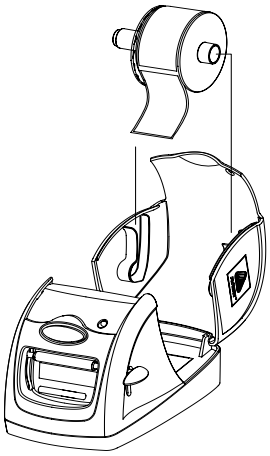


- Pick up the flat, **Left Hand Spool** piece, and slide it onto the shaft, making sure that the roll gripping ring is facing the roll. (*See graphic)* Slide this ring into the hole in the center of the label roll and press until snug.



2. The labels are now ready to load into the machine!

- Slide the loaded **Spool** into the rails in the **Top Door** with the labels coming over the top of the **Spool**. *(See graphic)* If the **Spool** does not easily slide into the door, turn the **Spool** over and try again.



Note

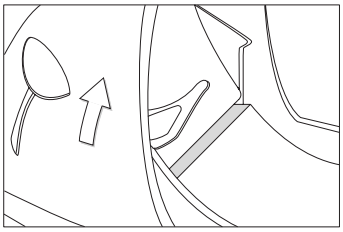
The **Spool** is designed to only work one way. Forcing the **Spool** into the door in the wrong direction can cause damage to the parts.

- Once the **Spool** has been loaded into the **Top Door**, verify that the labels are rotating over the top of the **Spool**. If the labels are coming from under the roll, remove the **Spool** from the door, disassemble the **Spool**, turn the label roll over, reassemble the **Spool**, and replace the **Spool** into the door.

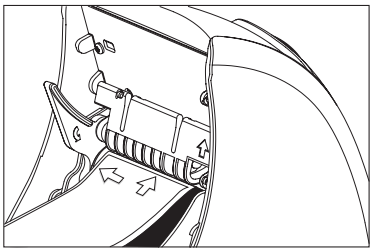
Note

The labels must be loaded properly onto the **Spool** and into the door before proceeding. Improperly loaded labels can cause damage to the **Print Head Opening**.

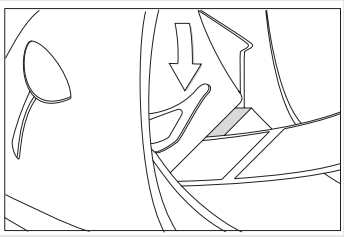
- The Avery® Personal Label Printer is equipped with an auto-load feature. In order to load labels into the print mechanism, the unit must be powered and the **Power Switch** must be **ON**.
- Make sure that the **Peel Lever** is in the inactive (up) position. *(See graphic)*



- The **Label Guide** should be down and locked when loading labels.
- Now that the label roll is in the machine properly, you can finish the loading process by threading the leading edge of the label roll into the **Print Head Opening**.
- The Avery® Personal Label Printer is designed to work with a variety of label sizes up to 2 1/8” wide. To accommodate varying label widths, it is important that the smaller labels be justified (pushed to one side) toward the left side of the machine.
- Align the left edge of the label roll against the edge guide located on the left side of the **Print Head Opening**. *(See graphic)*
- Gently slide the leading edge of the label roll into the **Print Head Opening** until it stops. *(See graphic)* Once the label slides into the print mechanism, a sensor is activated after 3 seconds and the drive roller will pull the leading edge through the machine and register the roll for printing.



If the labels are misaligned, press the **Print Head Release Lever**. Re-align the labels before printing, as needed.



- Close the **Top Door** and you are now ready to begin printing with your Avery® Personal Label Printer.

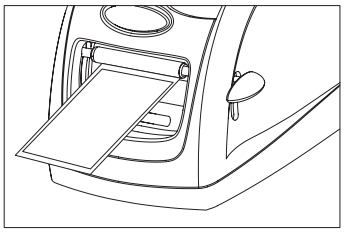
Using the Avery® Personal Label Printer

The Avery® Personal Label Printer is designed to work two ways. You can print and peel one label at a time, or print without peeling, either one label at a time or multiple labels.

The label guide must be down and locked while printing.

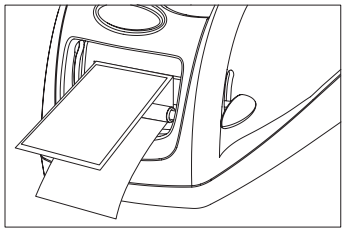
Print without Peeling Labels

To print **without peeling**, set the **Peel Lever** to its inactive **(UP)** position. This keeps the peel mechanism above the label output and allows the label to exit freely, **without peeling**. If you are printing multiple labels, the print process will prompt to print all the labels at once or one at a time.



Print and Peel Labels

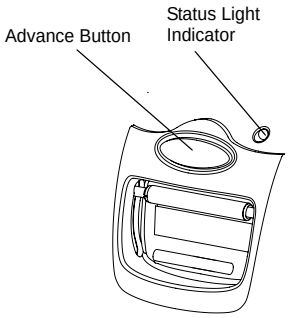
To print and **peel labels**, you must activate the peel setting after loading the labels into the printer. Move the **Peel Lever** to its peeling position **(DOWN)** while a label is sticking out of the printer. This traps the label and liner (the sheet that the label comes off) between the peel roller and a tensioned idle roller and pulls the label and liner over a strip edge of plastic that separates the label from the liner for easy removal. Printing with this setting is always one label at a time and the unit will wait for you to press the **Advance** button before printing the next label, even if you sent multiple labels to the printer.



Printer Button and Lights

The Avery® Personal Label Printer has a button/light indicator on the front of the machine which is the **Advance** button and a **Status Light Indicator** in the **Top Door** for additional messages during printing.

- The **Advance** button light will glow solid **GREEN** when the **Peel Lever** is down and the printer is in the peel setting. Pressing the button while it is solid **GREEN** will print and advance to the next label.
- Pressing the **Advance** button, at any time, will form feed the roll to the next label without printing.
- The **Status Light Indicator** located in the **Top Door** will glow solid **GREEN** when the unit is powered and during normal operation. It will flash **GREEN** when the label is advancing through the printer.
- The **Status Light Indicator** in the **Top Door** will flash **RED** if any jam or other critical error occurs during normal operation.
- The **Status Light Indicator** in the **Top Door** will flash **AMBER** if the unit recognizes the Avery® Personal Label Printer roll but did not correctly form feed to the next label. The Avery® Personal Label Printer was designed to work best with authentic Avery Dennison labels. *(Refer to the **Troubleshooting** section for more information)*



Label Removal

To remove labels from the printer before a roll has been finished, be sure that the **Peel Lever** is in its inactive (up) position.

- Open the **Top Door**.
- Tear off any labels or backing paper sticking out of the front of the printer.
- Lift up the **Label Guide**.
- Locate the **Print Head Release Lever** inside the printer *(Refer to the Printer Parts and Descriptions page)* and press down while pulling the label roll back through the printer.
- Remove the remaining labels from the **Spool** and store for later use.
- You are now ready to load another roll of labels.

Printer Lights

Advance Button	
Light	**Message**
The button light is solid **GREEN**.	• The **Peel Lever** is down and the printer is in the peel setting.
The button light is flashing **GREEN**.	• The printer is ready to print. Press the **Advance** button to start printing. • The printer is paused. Press the **Advance** button to start printing.
Status Light Indicator	
Light	**Message**
The light is solid **GREEN**.	• The printer is ready for labels to be fed. Press the **Advance** button to start feeding the labels. • The **Peel Lever** is down and the printer is ready for labels to be fed. Press the **Advance** button to start feeding the labels. • The **Peel Lever** is up and the printer is ready for labels to be fed. Press the **Advance** button to start feeding the labels.
The light is flashing **GREEN**.	• The printer is ready to print. Press the **Advance** button to start printing. • The printer is running. Press the **Advance** button to pause printing.
The light is solid **AMBER**.	• No labels are loaded in the printer. Load labels to start printing.

The light is flashing **AMBER**.	• The printer has not recognized the label properly. Remove the labels and re-insert them into the **Print Head Opening**.
The light is solid **RED**.	• The printer is paused. Press the **Advance** button to start printing.
The light is flashing **RED**.	• The printer is overheated. Let it cool down before continuing.

Troubleshooting

Problem	Possible Remedies
The printer does not have power. The **Status Light Indicator** is off.	• Make sure the printer is plugged in and the power is turned on. • Check the power outlet to make sure it is operational and not controlled by a separate switch.
The power is on, but the printer does not respond. The **Status Light Indicator** is **GREEN**.	• Make sure the USB cable is connected to the computer. • Make sure the printer is not offline. • Turn the printer off and on to see if the computer will reinstall it.
The **Status Light Indicator** is **RED** or will not stop flashing.	• Remove any jammed labels. • If the feeder is clear of a jam or debris, press the **Advance** button to feed labels. • Turn the printer off and on. High volume printing, 20 continuous labels or more, may cause the **Print Head** sensor to pause printing if the **Print Head** gets too hot. If this occurs, the printer will automatically resume printing, within minutes, once the **Print Head** cools down.
The **Top Door** of the printer will not close.	• Check to make sure that the **Label Guide** is in the down position. • Make sure the label **Spool** is properly loaded in the **Top Door**. • Make sure the label roll is properly inserted through the **Print Head Opening**.

More than one label is feeding through the printer.	• Make sure the **Print Head Opening** is free of debris. • Use a clean, lint-free cloth to gently wipe inside the label feed area. • Make sure you are loading the printer with Avery labels designed for this machine.
The printer will not feed a label.	• Press the **Advance** button. • Lift the **Peel Lever** (up) and press the **Advance** button. • Make sure that the labels are rotating over the top of the **Spool** (inside top door). • Make sure that the label roll is properly feeding through the **Print Head Opening**. • Remove the roll and check for jagged edges, shredding or jammed labels. • Use the cleaning card to clear the **Print Head Opening** and feeder of any debris.
The labels are misaligned or not feeding correctly.	• Check for jammed labels or a blockage of the label feeder. • Make sure that the labels are feeding from the far right side of the front opening. • Manually straighten the label roll by opening the **Top Door**, depressing the **Print Head Release Lever** and adjusting the labels against the **Label Edge Guide** next to the **Print Head Release Lever**.

The labels are feeding but not printing.	• Make sure that the labels are not jammed or blocking the **Print Head Opening**. • Make sure that the labels are dry and free of dust build up or debris. • Use the cleaning card to clean the **Print Head**.
Poor print quality of the text or graphic.	• After sitting for many days, the printer may need to print one or two labels in order to clean and reset the **Print Head**. • Use the cleaning card to clean the **Print Head**.
The labels are sticking to the front **Peel Roller**.	• After sitting for many days, the first label may have a permanent crease. Print the first labels with the **Peel Lever** up. • Turn the printer off and remove the labels from the front **Peel Roller**. • Use a small portion of water or isopropyl alcohol to clean any sticky residue from the **Peel Roller**. Do not clean the printer with any harsh chemicals (like ammonia).

Chapter 2: Avery® Assistant™ for the Personal Label Printer

Overview

The Avery® Assistant™ for the Personal Label Printer can be started from Microsoft® Word or other Microsoft® Office applications which include Microsoft® Outlook®, Microsoft® Access and Microsoft® Excel.

The following sections will show examples from within Microsoft® Word with the exception of the section *Start the Avery® Assistant™ for the Personal Label Printer from Other Applications*. The sections include:

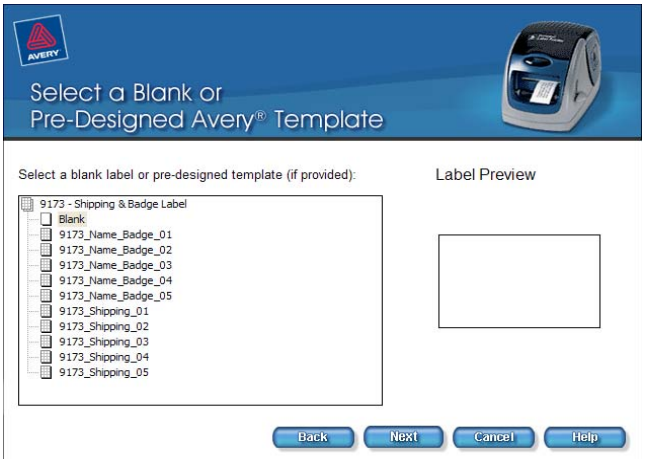
- Create an Individual Label
- Create Multiple Labels
- Insert New Graphics and Photos
- Replace Existing Graphics and Photos
- Merge Names and Addresses with the Avery® Assistant™ for the Personal Label Printer
- Start the Avery® Assistant™ for the Personal Label Printer from Other Applications
- Insert a Bar Code
- Save a Label Project
- Create a New Address List
- Check Address

Create an Individual Label

1. Click the **Avery® Assistant™ For The Personal Label Printer** icon on the toolbar in Microsoft® Word.

2. Select your Avery® product from the **Product No.** list.

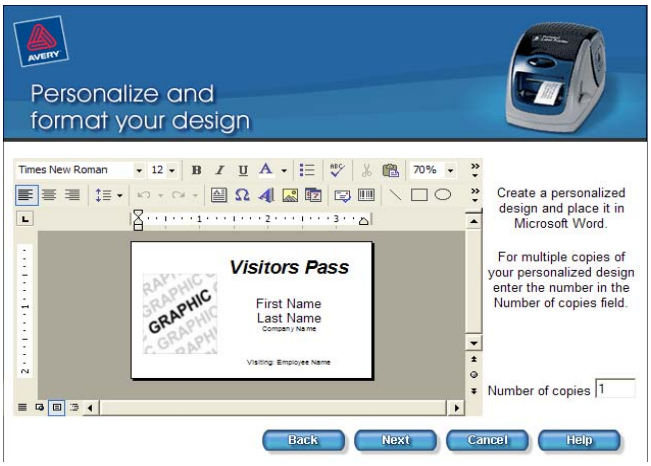
3. Select **Portrait** or **Landscape Orientation**, if desired. Click **Next**.



4. Select a **Blank** or **Pre-Designed** template from the list. Click **Next**.

How would you like to enter information?
Click on one of the following three options:
Enter your information manually
Use an existing address list
Create a new address list
Back
Cancel
Help

5. Click **Enter your information manually**.



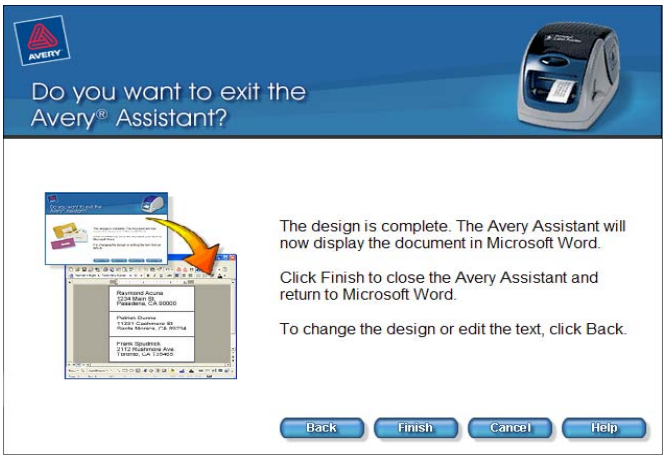
6. Type the name and address information.

- To insert an image on a Blank template, see **Insert New Graphics or Photos**.
- To replace an image on a Pre-Designed template, see **Replace Existing Graphics and Photos**.

7. Use the formatting tools within the Avery® Assistant™ screen to design the label text.

To have multiple copies of the same name and address, enter the number desired in the **Number of copies** field.

8. Click **Next**.


Do you want to exit the Avery® Assistant?
The design is complete. The Avery Assistant will now display the document in Microsoft Word.
Click Finish to close the Avery Assistant and return to Microsoft Word.
To change the design or edit the text, click Back.
Back
Finish
Cancel
Help

9. If no additional changes are necessary, click **Finish**. The label is displayed in the Microsoft® Word typing screen.

Once you leave the Avery® Assistant™, you cannot go back to edit the label(s). Additional formatting and editing changes can be made within the Microsoft® Word typing screen.

10. To save a completed label project, select **File** > **Save** in the Microsoft® Word typing screen.

11. Navigate to the drive and folder where the label project is to be saved.

12. Type the **File name** and click **Save**.

13. Select **File** > **Print**. Change the **Printer Name** to **Personal Label Printer** from the drop down list.

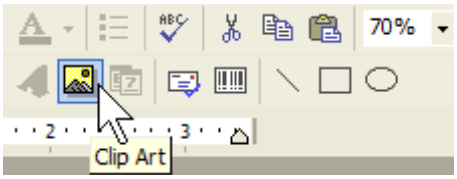
14. Click **OK** to print the label.

Insert New Graphics and Photos

1. Follow the previous steps to **Create an Individual Label**.

2. Position the cursor on the label where the image is to be inserted.

3. Click **Clip Art** on the toolbar within the Avery® Assistant™ screen.



4. Navigate to the drive and folder where the desired graphics or photos are stored.

5. Select the graphic or photo image and click **Insert**.

6. The image appears on the label. Add text or edit existing text. Click **Next**.

7. If no additional changes are necessary, click **Finish**. The labels are displayed in the Microsoft® Word typing screen.

Note

You can insert and edit images in Microsoft® Word using the tools and features in the program.

8. To save a completed label project, select **File** > **Save** in the Microsoft® Word typing screen.

9. Navigate to the drive and folder where the label project is to be saved.

10. Type the **File name** and click **Save**.

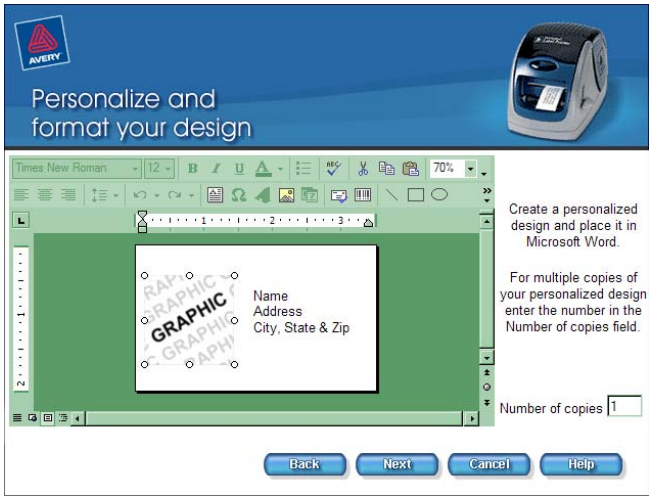
11. Select **File** > **Print**. Change the **Printer Name** to **Personal Label Printer** from the drop down list.

12. Click **OK** to print the labels.

Replace Existing Graphics and Photos

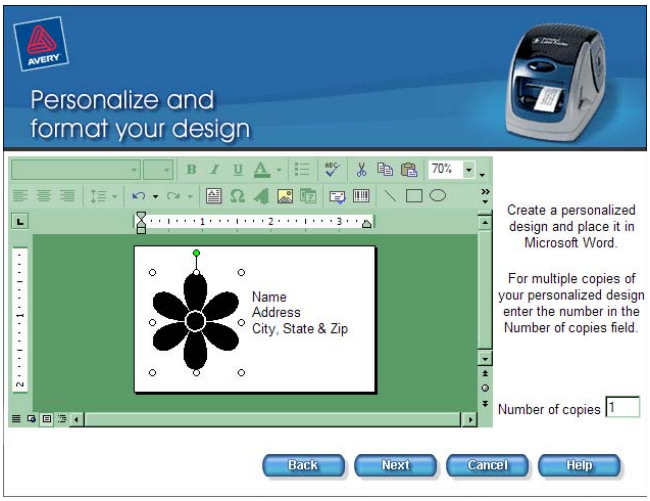
1. Follow the previous steps to **Create an Individual Label**.

2. Select the graphic or photo image to be replaced.



3. Click **Clip Art** on the toolbar within the Avery® Assistant™ screen.

4. Navigate to the drive and folder where the desired graphics or photos are stored.t the graphic or photo image and click **Insert**.



5. The image replaces the previous image on the label. Add text or edit existing text. Click **Next**.

6. If no additional changes are necessary, click **Finish**. The labels are displayed in the Microsoft® Word typing screen.

7. To save a completed label project, select **File** > **Save** in the Microsoft® Word typing screen.

8. Navigate to the drive and folder where the label project is to be saved.

9. Type the **File name** and click **Save**.

10. Select **File** > **Print**. Change the **Printer Name** to **Personal Label Printer** from the drop down list.

11. Click **OK** to print the labels.

Merge Names and Addresses

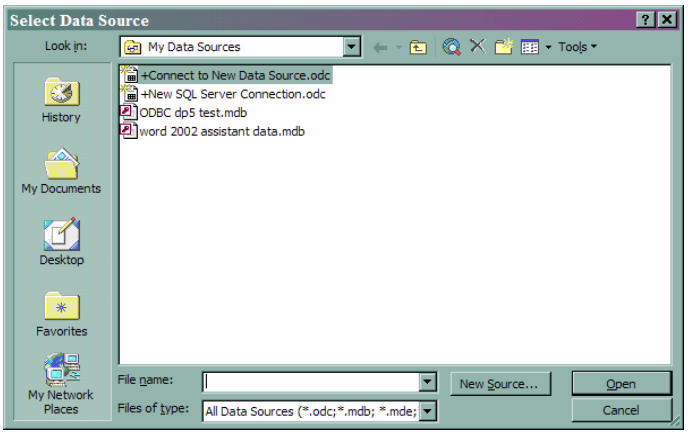
1. Click the **Avery® Assistant™ For The Personal Label Printer** icon on the toolbar in Microsoft® Word.

2. Select your Avery® product from the **Product No.** list.

3. Select **Portrait** or **Landscape Orientation**, if desired. Click **Next**.

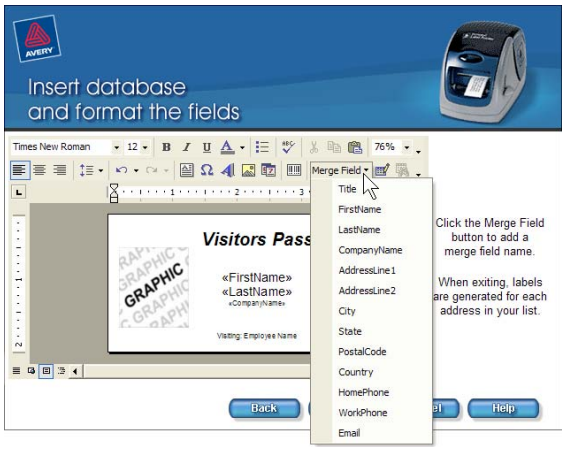
4. Select a **Blank** or **Pre-Designed** template from the list. Click **Next**.

5. Click **Use an existing address list**.



6. Navigate to the drive and folder where the desired address list is stored.

7. Select the address list and click **Open**.



8. Click **Merge Field** on the toolbar. Replace any regular text with merge field names on the label. Use the formatting tools within the Avery® Assistant™ screen to design the merge field names.

9. Click **Next**.

10. If no additional changes are necessary, click **Finish**. The names and addresses are merged to the labels and are displayed in the Microsoft® Word typing screen.

Once you leave the Avery® Assistant™, you cannot go back to edit the label(s). Additional formatting and editing changes can be made within the Microsoft® Word typing screen.

11. To save a completed label project, select **File** > **Save** in the Microsoft® Word typing screen.

12. Navigate to the drive and folder where the label project is to be saved.

13. Type the **File name** and click **Save**.

14. Select **File** > **Print**. Change the **Printer Name** to **Personal Label Printer** from the drop down list.

15. Click **OK** to print the labels.

Start the Avery® Assistant™ from Other Applications

The Avery® Assistant™ for the Personal Label Printer can be started from Microsoft® Word or other Microsoft® Office applications which include Microsoft® Outlook®, Microsoft® Access and Microsoft® Excel.

- Microsoft® Excel - You must first select your data or a worksheet to start the Avery® Assistant™.
- Microsoft® Access - You must first select your data or a database table to start the Avery® Assistant™.
- Microsoft® Outlook® - You must first select your contacts or a contacts folder to start the Assistant™.

1. Refer to the section, **Create an Individual Label**, in this chapter to continue designing labels in one of the programs listed above.

Once you leave the Avery® Assistant™, you cannot go back to edit the label(s). Additional formatting and editing changes can be made within the Microsoft® Word typing screen.

Insert a Bar Code

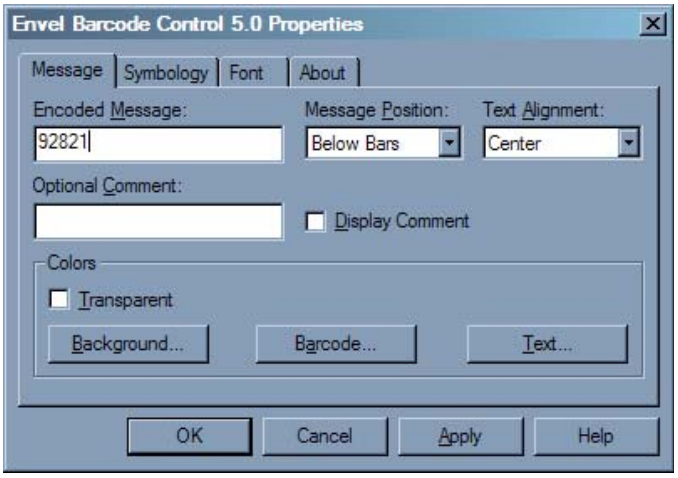
1. Follow the previous steps to **Create an Individual Label** or **Create Multiple Labels**.

2. Position the cursor on the label where the bar code is to be inserted.

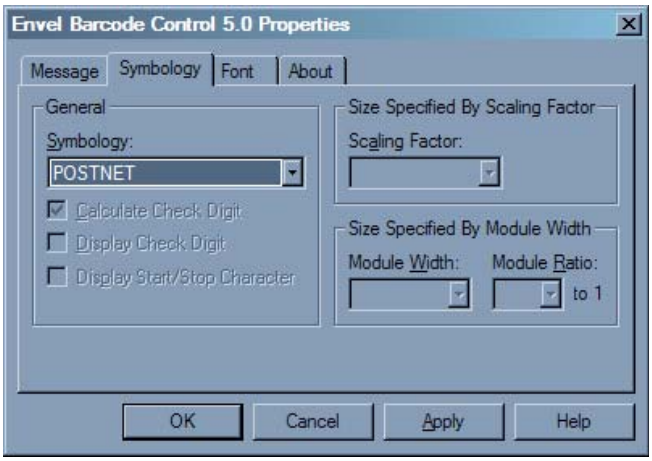
3. Click **Insert Bar Code** on the toolbar.

4. A bar code symbol is inserted on the label and the **Barcode** dialog box displays.

5. Select the **Message** tab. In the **Encoded Message** field box, for this example, type a zip code number.



6. Select the **Symbology** tab. Under the **General** section, for this example, select **POSTNET** from the **Symbology** drop down list.



7. Click **OK**.

8. The bar code and zip code number are inserted within the label design.

Note

A red arrow will appear on the bar code if the width of the bar code is sized to a point that scanners may not be able to read it. To fix this, increase the width of the bar code until the red arrow disappears.

9. Click **Next**.

10. If no additional changes are necessary, click **Finish**. The label is displayed in the Microsoft® Word typing screen.

Note

Once you leave the Avery® Assistant™, you cannot go back to edit the label(s). Additional formatting and editing changes can be made within the Microsoft® Word typing screen.

11. To save a completed label project, select **File** > **Save** in the Microsoft® Word typing screen.

12. Navigate to the drive and folder where the label project is to be saved.

13. Type the **File name** and click **Save**.

14. Select **File** > **Print**. Change the **Printer Name** to **Personal Label Printer** from the drop down list.

15. Click **OK** to print the label.

Create a New Address List

1. Click the **Avery® Assistant™ For The Personal Label Printer** icon on the toolbar in Microsoft® Word.

2. Select your Avery® product from the **Product No.** list.

3. Select **Portrait** or **Landscape Orientation**, if desired. Click **Next**.

4. Select a **Blank** or **Pre-Designed** template from the list. Click **Next**.

5. Click **Create a new address list**.

6. Navigate to the drive and folder where the address list is to be stored.

7. Type the **File name** and click **Save**.

8. Enter the necessary information for each individual in the text fields in the **Data Form** dialog box.

9. Click **Add New** to enter another name and address. Continue for each name and address required.

10. Click **Close** when data entry is complete.

11. Click **Merge Field** on the toolbar. Insert the required merge field names on the label. Use the formatting tools within the Avery® Assistant™ screen to design the field names.

12. Click **Next**.

13. If no additional changes are necessary, click **Finish**. The names and addresses are merged to the labels and are displayed in the Microsoft® Word typing screen.

Once you leave the Avery® Assistant™, you cannot go back to edit the label(s). Additional formatting and editing changes can be made within the Microsoft® Word typing screen.

14. To save a completed label project, select **File** > **Save** in the Microsoft® Word typing screen.

15. Navigate to the drive and folder where the label project is to be saved.

16. Type the **File name** and click **Save**.

17. Select **File** > **Print**. Change the **Printer Name** to **Personal Label Printer** from the drop down list.

18. Click **OK** to print the labels.

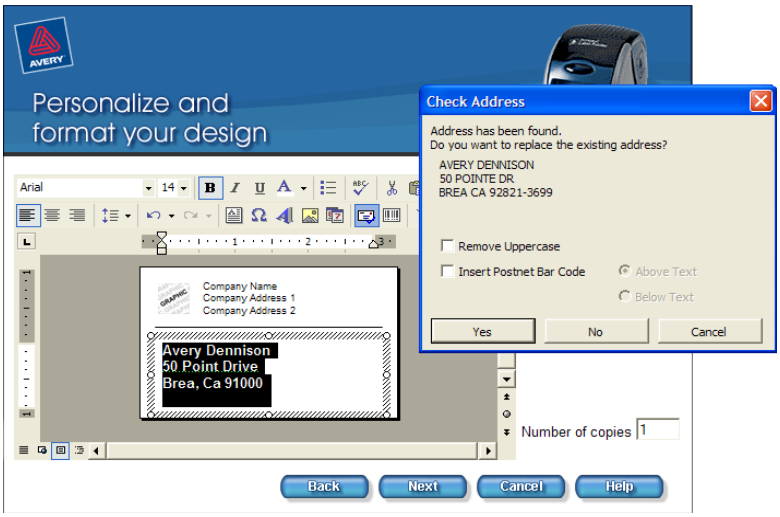
Check Address

If you are unsure about a street address or zip code in an address, the **Check Address** feature will double check the information if you are connected to the Internet. This feature works with United States zip codes only.

1. Select the address in question.

2. Click **Check Address** on the Avery® Assistant™ toolbar.

3. The **Check Address** dialog box displays with the option to replace the selected address with a corrected address, as in the following example:



4. Make any necessary changes to the options and click **Yes** to replace the address information.

Note

The **Check Address** feature works in Microsoft® Word.

Chapter 3: DesignPro® SE for the Personal Label Printer

Getting Started

Welcome to DesignPro® SE

DesignPro combines practical and professional design features that make it easy to design and print your Avery® Personal Printer Label products. With a variety of layouts, you can create projects for all of your office or home needs, from address and shipping labels to name badges.

DesignPro® Special Features

Quick Start Welcome Screen - DesignPro comes with a brand new look that makes it easy to get around the software and start your project.

Professional Pre-Designed Layouts - For a quick start, choose from 66 pre-designed projects for business or home use. Use the design as is or customize it by adding your own text, importing your own graphics or adding one of the 280 professional quality black and white images included with DesignPro.

Powerful Mail Merge - The software includes powerful and easy to use mail merge and database functions. Whether you create your database in DesignPro or import it from another program, mail merges are quick and easy. DesignPro is also completely compatible with Avery LabelPro and allows you to use files and lists created in that software.

Personalize Your Projects Using Your Own Graphics - DesignPro imports various image file formats.

DesignPro® Quick Tour

Starting DesignPro® SE

To start DesignPro from the Microsoft® Windows desktop:

Double-click the **DesignPro** icon or select **Start** > **Programs** > **Avery DesignPro** > **DesignPro**.

Understanding DesignPro® Basics

Label - The term label is used throughout the DesignPro software and this manual when referring to a variety of Avery products. Label may represent card products, name badges, dividers or any Avery printable product.

Template - This term refers to the software layout for an Avery product. Select an Avery product template to begin your project, then create your design on the template in the work area of the **Design** screen.

Master tab - Elements placed on the **Master** tab of the **Design** screen will appear on each label of your project. For example, place shared information such as a background or company logo on the **Master** tab. This information will then appear identically on all labels of that project.

Label tab - Each **Label** tab on the **Design** screen (**Label 1**, **Label 2**, and so on) contains a label template that represents the corresponding label on the Avery product sheet. **Label 1** represents the first label, **Label 2** represents the second label and so on.

Panel - Some Avery label templates may contain more than one panel on the **Master** and **Label** tabs. For instance, the front and back of a greeting card will be displayed together if they print on the same side of the sheet. The front section is one panel and the back section is another panel.

Objects - This term refers to the boxes that contain text, shapes, and images. Insert different objects onto the label templates of the **Design** screen to design your Avery product.

Handles - This term refers to the eight squares that appear on an object frame when an object is selected.

Layer - Objects are placed in different orders within a design. For example, a text object may be “on top of” a graphic object. The term layer is used to describe the order and placement of objects from the front to the back of a design.

Welcome Screen

The **Welcome Screen** presents several options for starting your project.

Welcome to Avery® DesignPro™ Software
How would you like to create your project?
Create a Project Using a Pre-Designed Layout
Create a Project from Scratch
Choose a pre-designed layout and customize your project
Open an Existing Project
Get Ideas from Avery.com
Help Getting Started
Exit

Create a Project Using a Pre-Designed Layout
Click here to view and select one of the many pre-designed layouts. Customize the layout by changing the text and image or by importing your own graphic.

Create a Project from Scratch
Click here to select a blank Avery template and create your own design.

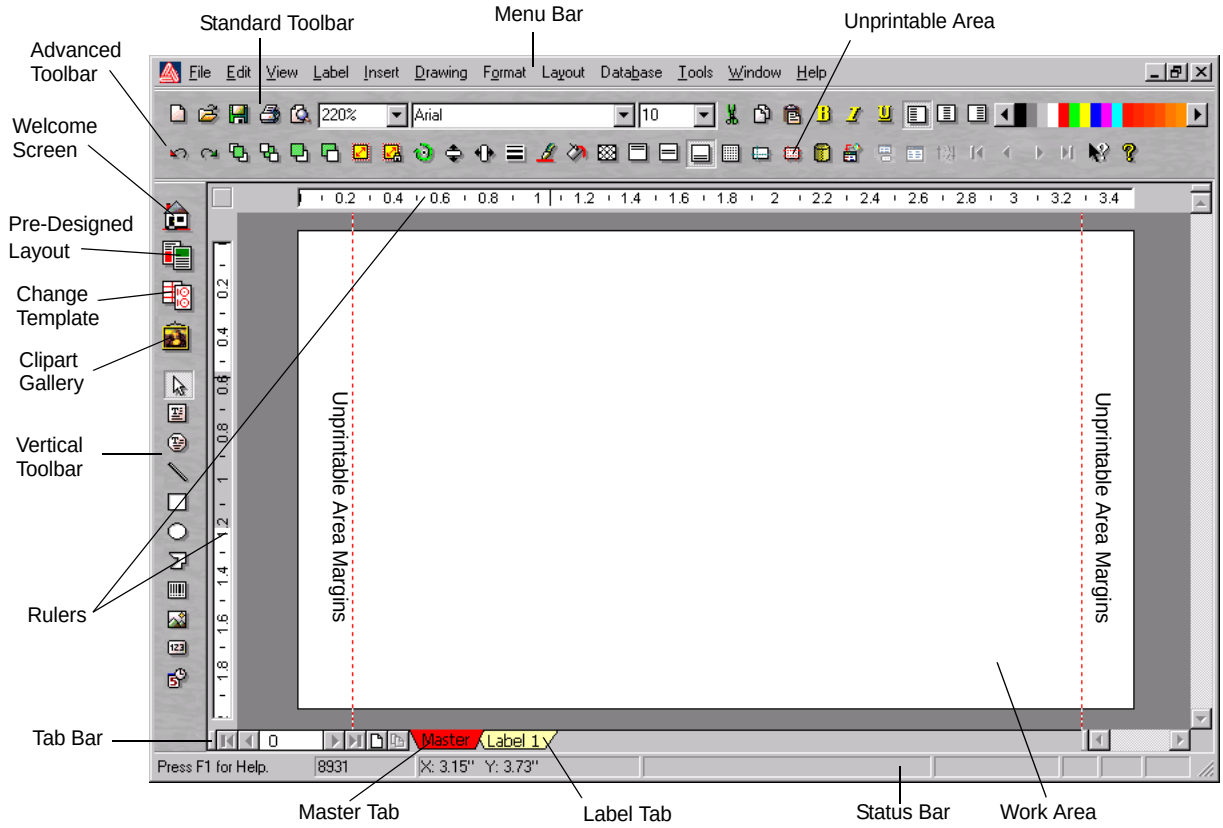
Open an Existing Project
Click here to choose one of your previously saved projects.

Get Ideas from Avery.com
Click here to go to the Avery website. The Avery website offers great ideas on how to use Avery products.

Help Getting Started
Click here for some tips on getting started using DesignPro.

Design Screen

After making your selections from the **Welcome Screen,** the **Design** screen appears.



The **Design** screen contains your personal design area and tools. DesignPro provides powerful tools that allow you to create professional looking projects.

We will review some of the **Design** screen features in this section. Each item discussed is identified on the **Design** screen illustration. For additional information, refer to **Chapter 4: DesignPro Tools**.

Quick Tip

To return to the **Welcome Screen** at any time, click on the **Vertical** toolbar or select **File** > **Welcome Screen**.

Menu Bar and Toolbars

All features available in DesignPro can be accessed from the **Menu Bar**. For ease of use, many frequently used menu selections have corresponding buttons on the **Standard**, **Advanced**, and **Vertical** toolbars.

Navigation Buttons

To make getting around DesignPro easier, the following navigation buttons are found at the top of the **Vertical** toolbar.

Welcome Screen - Click here to return to the **Welcome Screen**.

Pre-Designed Layout - Click here to select a pre-designed layout.

Change Template - Click here to change the template but keep the current design.

Clipart Gallery - Click here to browse and select artwork for your design.

Status Bar

Located on the bottom of the **Design** screen, the **Status Bar** displays tool and object-specific information, the Avery product number of the currently selected template, and the position of the pointer.

Work Area

The work area is defined by the Avery product template you have selected. The selected label is displayed and all design objects, images and text, will be placed in this area. You can change the display size of the work area by selecting **View** > **Zoom** or by making a selection from the **Zoom** pull-down list box on the **Standard** toolbar.

Tab Bar

The **Tab Bar** is located on the bottom of the **Design** screen. The **Tab Bar** contains a **Master** tab and one or more **Label** tabs depending on the product template selected. The **Tab Bar** allows you to:

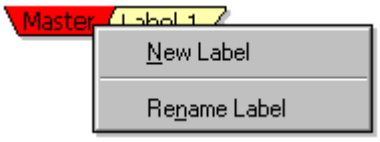
- Scroll between **Master** tab and **Label** tabs
- Create, copy and delete **Label** tabs
- Rename **Master** and **Label** tabs

Master Tab

The **Master** tab is located on the **Tab Bar** and is bright red when active. When selecting projects from scratch, the **Design** screen opens with the **Master** tab active.

The **Master** tab represents a “master” label. Text, shapes or images (objects) placed on the **Master** tab are shared objects and will appear on all labels.

Right-click the **Master** tab and the following options are available:



- **New Label** - Creates a new **Label** tab
- **Rename Label** - Enables you to rename the **Master** tab

Important Things to Know About the Master Tab

- Objects placed on the **Master** tab are shared objects and will appear on all labels.
- Objects placed on the **Master** tab can only be selected and edited from the **Master** tab.
- The **Master** tab cannot be deleted or moved.
- Certain objects, such as **Serial Number**, **Date & Time** stamp, and **Database Fields** can only be inserted and edited on the **Master** tab.

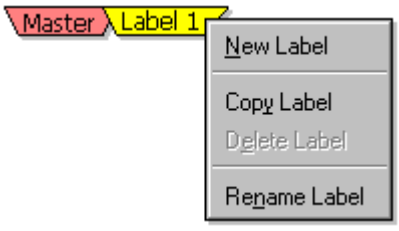
Label Tab

Individual **Label** tabs are located on the **Tab Bar** and are bright yellow when active.

A **Label** tab is created and numbered consecutively each time a label is added. **Label 1** through **Label ‘n’** tabs represent the individual labels on the sheet. You can add up to 1,000 **Label** tabs for each project.

Click a **Label** tab to add unique objects to that specific label. Any objects previously placed on the **Master** tab will appear on all labels.

Right-click on the **Label** tab and the following options are available:



- **New Label** - Creates a new **Label** tab
- **Copy Label** - Copies the active **Label** tab
- **Delete Label** - Deletes the active **Label** tab
- **Rename Label** - Enables you to rename the active **Label** tab

Rulers

Horizontal and vertical rulers are displayed on the **Design** screen. The ruler setting defaults to your system's measurement unit. To change the measurement unit (millimeters, points, or inches), select **Tools** > **Options** > **General** tab.

The pointer position is continuously indicated by a floating line in both the horizontal and vertical ruler areas. The exact position of the pointer is also shown in the **Status Bar**, at the bottom of the **Design** screen, as X (horizontal) and Y (vertical) coordinates.

Unprintable Area

Click the **Unprintable Area** button to display the unprintable area margins. Objects placed in this unprintable area will not print. The size of the unprintable area varies from printer to printer and also by Avery product.

DesignPro® Help

DesignPro provides a complete **Help** system. This is a quick reference to DesignPro menus, commands and features. To activate the **Help** system, select **Help** > **DesignPro Help** from the **Menu Bar**. The **Help** topics will appear on-screen. Use the **Contents**, **Index** and **Find** tabs to search for additional information on DesignPro features.

The **Getting Started** help file provides a quick overview of how to use DesignPro. To open the **Getting Started** help file, click **Help Getting Started** on the **Welcome Screen**. The help file will also appear automatically the first time the **Design** screen opens. To access the file at any time, select **Help** > **Getting Started**.

DesignPro also offers the **What's This?** feature. Select **Help** > **What's This?** or click on the **Advanced** toolbar. When the **What's This?** function is activated, a question mark is added to the mouse pointer. Click the mouse on a button or menu item and a popup window containing relevant information appears.

DesignPro® Lesson 1 - Creating Identical and Different Labels

DesignPro makes it easier than ever to design all types of labels. In this lesson, we will use the **Master** tab and individual **Label** tabs to create three types of label designs.

- Identical labels
- Labels with both identical (shared) *and* different information
- Entirely different labels

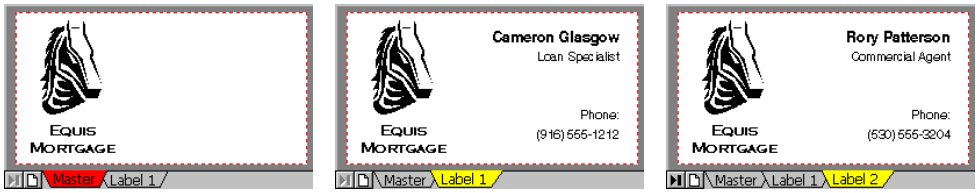
To get the most out of this lesson, be sure to follow the steps from beginning to end.

Identical Labels

If creating identical labels, create your design on the **Master** tab only. The design will appear on all labels.

Labels with a Master Design *and* Different Information

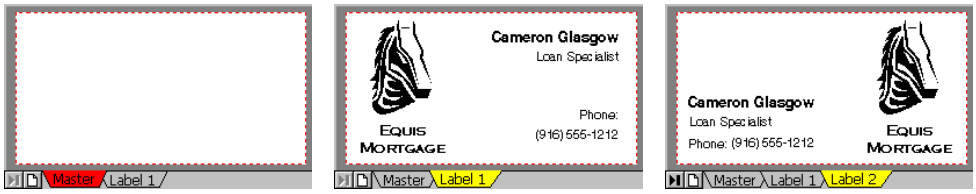
If creating labels with both shared *and* different information, use the **Master** tab to add shared design objects. Then, place the different information on each individual **Label** tab.



An example of labels using identical (shared) and different information is a business card design for multiple employees. To create business cards for multiple employees, place the background design and company logo on the **Master** tab. Add the first employee's information to the **Label 1** tab. To create the next label, right-click the **Label 1** tab and select **New label**. Add the second employee's information to the **Label 2** tab, and so on.

Different Labels

If you want to create a sheet with several different labels, do not use the **Master** tab. Add a **Label** tab for each individual label and design.



Creating Identical Labels

To create identical labels, you will place all design elements on the **Master** tab only. The design will then appear on all labels, as illustrated.

1. From the **Welcome Screen**, select **Create a Project from Scratch**. If the **Welcome Screen** is not open, select **File** > **New** > **Project from Scratch** or click on the **Standard** toolbar. The **Select Template** dialog box appears.

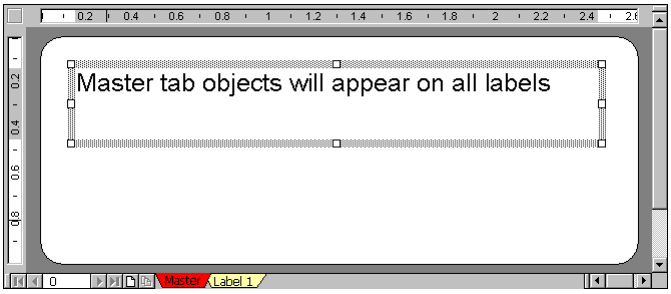
2. In the **Find Item Number** field, type an Avery label number. Click **Find**. The desired label template is selected and a **Preview** of the label sheet is displayed.

3. Click **OK**. The blank label template appears and the **Master** tab is active. Close the **Avery DesignPro Help** dialog box if it appears.

4. Click **File** > **Save** or click on the **Standard** toolbar. Save the project as **Lesson 1**.

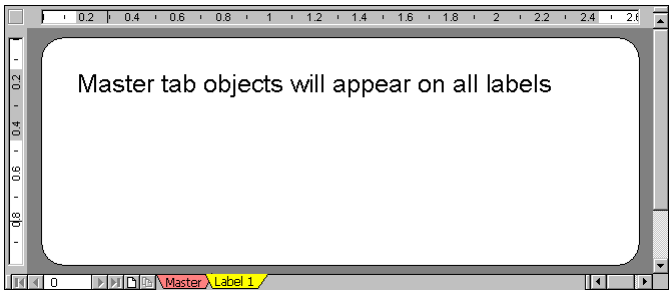
5. To create identical labels, place all design objects on the **Master** tab only. With the **Master** tab active, click **Insert Text** on the **Vertical** toolbar. A text object is automatically created and edit mode is active indicated by the blinking cursor.

6. Type the following text in the text object: **Master tab objects will appear on all labels**. Move and resize the text object to fit on the upper part of the label template as illustrated.



7. Resizing and Moving Text Objects: To resize a text object, click and drag one of the eight handles of the text object. Release the mouse and the object is resized. To move an object, click on the object frame. Place the cursor on the edge of the object until it changes to a four-arrow pointer . Click and drag the object to the new location. Release the mouse to complete the move.

8. Click the **Label 1** tab. **Label 1** represents the first label on the sheet. The text object that was placed on the **Master** tab also appears on **Label 1**. You cannot select or edit the text from **Label 1**.



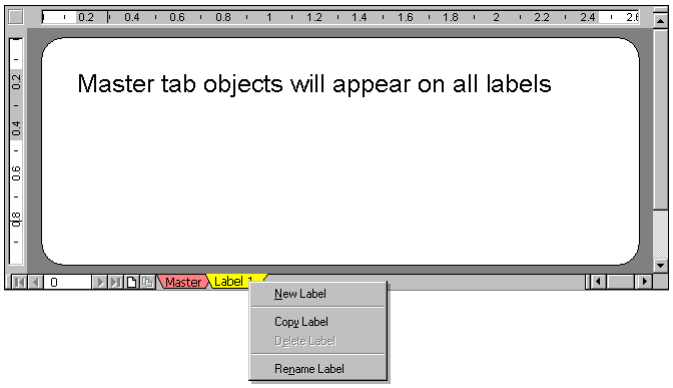
All objects placed on the **Master** tab can *only* be edited or deleted from the **Master** tab.

9. Select **File** > **Print**. Select **Master Label Only**. Under **Number of Copies**, select **Sheets** to print the whole sheet of labels. Select **Print Preview**. Note that each label on the sheet contains the text from the **Master** tab. You have created a sheet of identical labels. Click **Close** to return to the **Design** screen without printing.

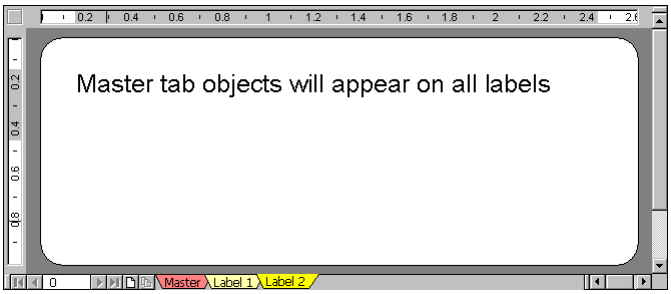
Creating Labels with Both Identical *and* Different Information

We will continue the steps above by creating labels that contain both identical (shared) *and* different information. So far, we have created identical labels by adding text to the **Master** tab only. Next, we will add another label to our project and add different text to **Label 1** and **Label 2**.

1. Continuing from above, we will add another label. Right-click the **Label 1** tab and select **New Label**.



A **Label 2** tab is added to the **Tab Bar** and is active. **Label 1** represents the first label on the sheet, **Label 2** represents the second label on the sheet.



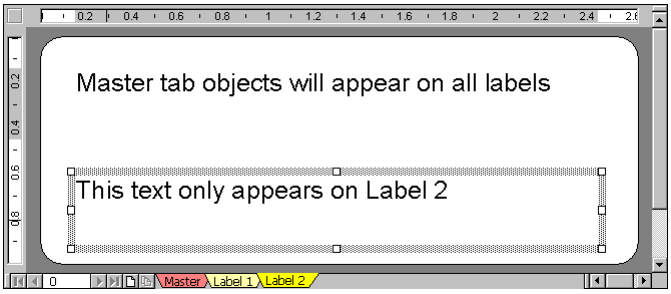
2. Click the **Label 1** tab to select it. Click **Insert Text** on the **Vertical** toolbar. A text object is automatically created. Move and resize the text object to fit in the lower half of **Label 1.**

3. Click inside the text object and type the following text: **This text only appears on Label 1**.

4. Click the **Label 2** tab. Click **Insert Text** on the **Vertical** toolbar to create a text object on **Label 2**. Move and resize the text object to fit in the lower half of **Label 2**.

5. Click inside the text object and type the following text: **This text only appears on Label 2**.

6. Click each tab and note the text on the **Master** tab appears on all labels. The text on the individual labels (**Label 1** and **Label 2**) only appears on that specific label.



Objects placed on the **Master** tab can *only* be edited or deleted from the **Master** tab. Objects placed on **Label 1** and **Label 2** can only be edited or deleted from that specific label.

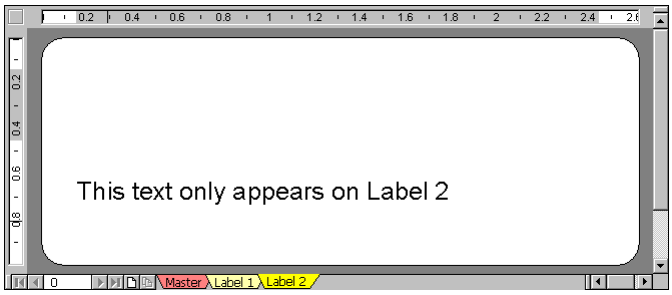
7. Select **File** > **Print**. Select **All Designed Labels**. Under **Number of Copies**, select **Labels** and click **Print Preview**. Select **100%** from the pull-down list box to enlarge the preview. **Label 1** and **Label 2** contain both shared *and* different information. Click **Close** to return to the **Design** screen without printing.

Creating Entirely Different Labels

Next, we will create entirely different labels by using only the **Label** tabs. To create different labels using our current project, we will remove the shared text from the **Master** tab.

1. Continuing the steps above, click the **Master** tab to select it. Select **Edit** > **Select All** to select all objects on the **Master** tab. Press the **Delete** key on the keyboard. The text object is removed from the **Master** tab.

2. Click the **Label 1** and **Label 2** tabs. Only the individual text placed on each label now appears. The shared text on the **Master** tab has been removed from all labels.



3. Select **File** > **Print** and click **Print Preview**. Select **100%** from the pull-down list box to enlarge the preview. **Label 1** and **Label 2** contain different information. Click **Close** to return to the **Design** screen without printing.

4. Save and close this project for later reference.

DesignPro® Lesson 2 - Creating a Database and Mail Merge

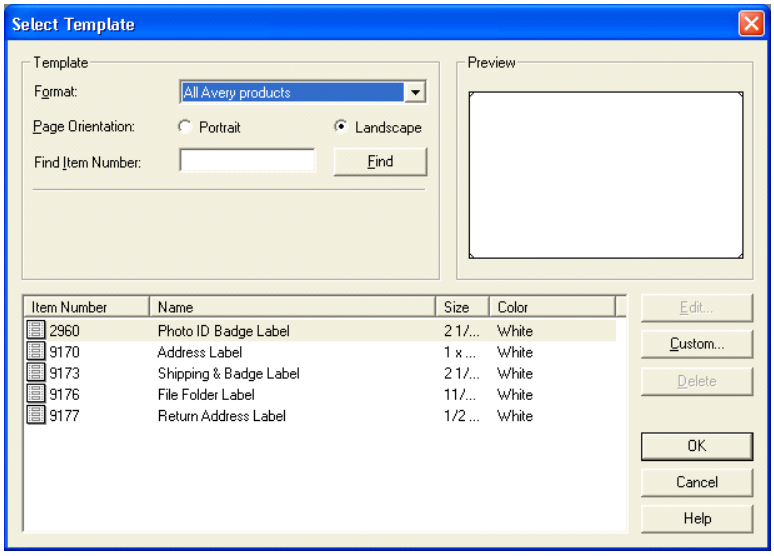
DesignPro's unique mail merge features make database input easier, and the merge process faster, by combining numerous steps into one simple process. In this lesson, we will select a label template, create a database, perform a basic mail merge onto the labels, and show you how to display and navigate between records.

Selecting a Template

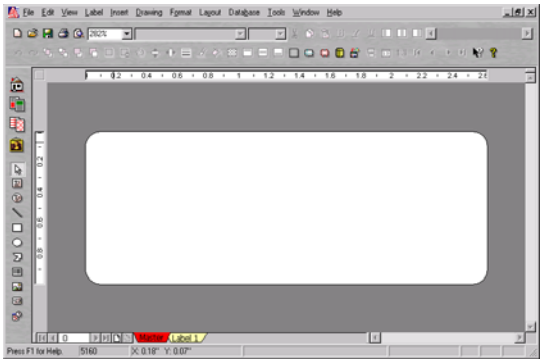
First we will select an Avery label template.

1. From the **Welcome Screen**, select **Create a Project from Scratch**. If the **Welcome Screen** is not open, select **File** > **New** > **Project from Scratch** or click on the **Standard** toolbar. The **Select Template** dialog box appears.

2. In the **Find Item Number** field, type a label number and click **Find**. The desired template is highlighted and selected.



3. Click **OK**. The **Design** screen appears with the **Master** tab active. Close the **Avery DesignPro Help** dialog box if it appears.



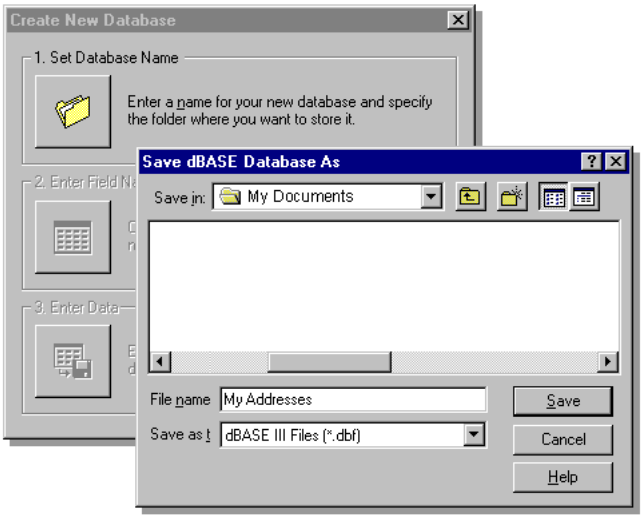
4. Click **File** > **Save** or click on the **Standard** toolbar. Save the project as **Lesson 2**.

Creating a Database

Next, we will create a database of names and addresses to merge onto the mailing labels. The **Create New Database** wizard provides 3 easy steps: **1. Set Database Name**, **2. Enter Field Names and Parameters**, and **3. Enter Data**.

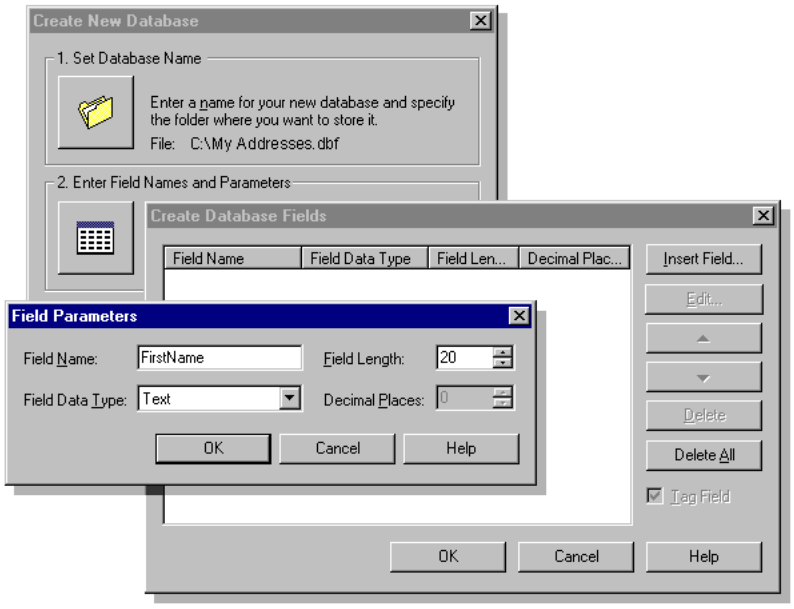
1. Select **Database** > **New** or click on the **Advanced** toolbar. The **Create New Database** dialog box appears.

2. Click **1. Set Database Name**. The **Save dBASE Database As** dialog box appears.



3. Select or create the directory where the file is to be saved, name the database file **MyAddresses** and click **Save**.

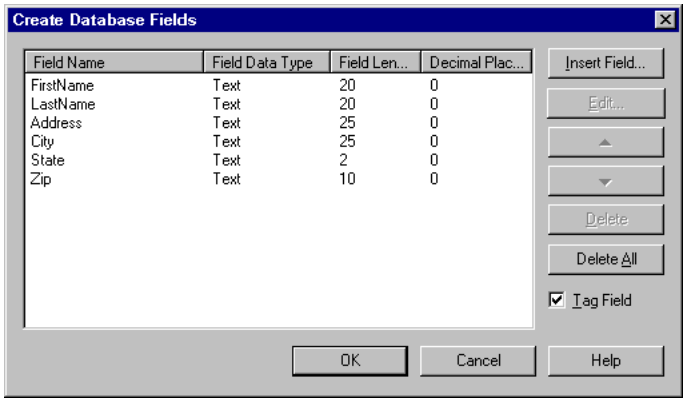
4. Click **2. Enter Field Names and Parameters**. The **Create Database Fields** dialog box appears.



5. Click **Insert Field** to open the **Field Parameters** dialog box. Using the following table, type the first **Field Name** and **Field Length** and click **OK**. Repeat this step to add the remaining **Field Names** and **Field Lengths**.

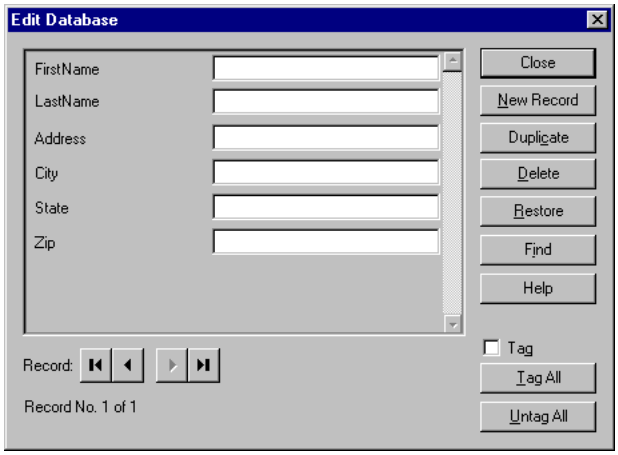
Field Name	Field Length
FirstName	20
LastName	20
Address	25
City	25
State	2
Zip	10

6. When finished typing all field information, the dialog box should look like this.



7. Click **OK**.

8. To add your information to the database file, click **3. Enter Data**. The **Edit Database** dialog box appears. The **Field Names** you typed are on the left.



9. Using the table below, type the Record 1 information into the appropriate fields. Use **Tab** or **Enter** to move between fields. Click **New Record** to add the next person's information.

Field Name	Record 1	Record 2	Record 3
FirstName	John	David	Janis
LastName	Smith	Schreiber	Jett
Address	1234 Main Street	1414 N. Grazer Ln.	1212 W. Rocket Rd.
City	New York	Los Angeles	Long Beach
State	NY	CA	CA
Zip	10001	90002	90003

10. When all three records have been added, click **Close**. The database is saved and linked with the current project. The **Insert Field** dialog box appears.

Merging Database Information onto the Labels

Next, we will merge the information from your new database onto the labels by inserting the fields (**FirstName**, **LastName**, etc.) on the **Master** tab. Database fields can *only* be inserted onto the **Master** tab.

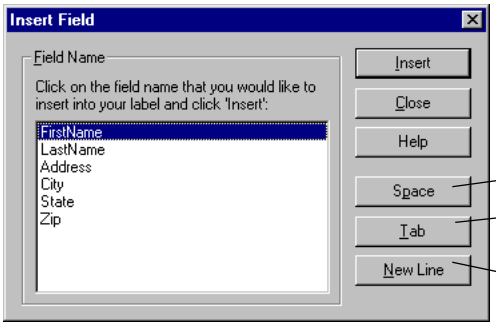
1. Continuing from above, the **Insert Field** dialog box is now open. If the **Insert Field** dialog box is not open, select **Database** > **Insert Field**. We will use the **Insert**, **Space**, **Tab** and **New Line** buttons to insert and position the database fields on the **Master** tab.

If the **Insert Field** dialog box is hiding the label, click and drag the top edge to move it.

2. Select **FirstName** and click **Insert**. This inserts the **FirstName** field onto the label. Click **Space** to insert a space to separate the first and last name. Then, select **LastName** and click **Insert**.

3. To place the address field on the next line of the label, click **New Line**. Then, select **Address** and click **Insert**.

4. Click **New Line**. Continuing the above method, select and insert the **City**, **State** and **Zip** fields, adding a space between each.



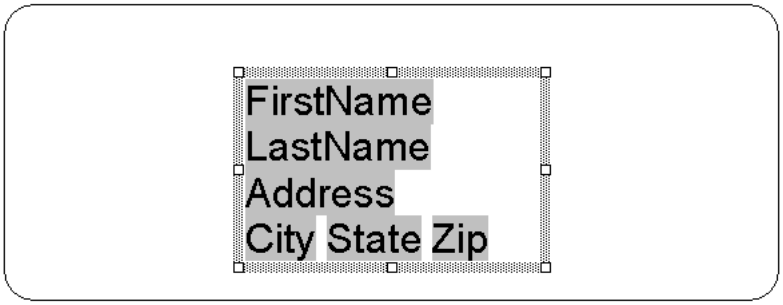
Use the indicated buttons to help design your layout by adding spaces, tabs and new lines.

Space - Inserts a character space

Tab - Inserts a tab using the default tab settings

New Line - Adds a new line

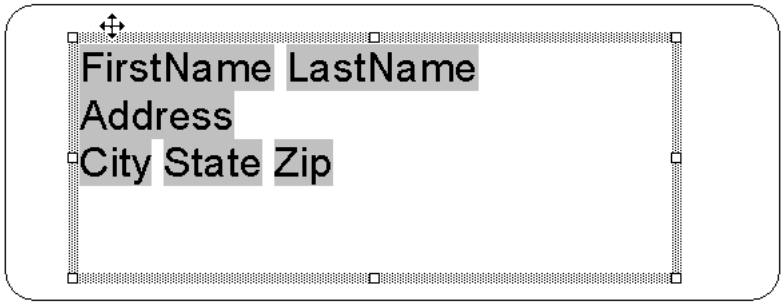
5. Click **Close** when finished. Your label should look like this.



6. Resize the text object, as in the following illustration, to fit more appropriately on the label. Format the text as desired. Add additional punctuation, such as a comma after **City**, if desired.

Resizing and Moving Text Objects

1. To resize a text object, click and drag one of the eight handles of the text object. Release the mouse and the object is resized.



2. To move an object, click on the object frame. Place the cursor on the edge of the object until it changes to a four-arrow pointer . Click and drag the object to the new location. Release the mouse to complete the move.

Finishing Your Project

We will finish this lesson by showing you how to display and navigate between the records in your database and how to save and print your project.

1. The **Master** tab contains the field names of your database. To view the record information from your database instead of the field names, select **Database** > **Display Field Contents**. A database record appears on the **Master** tab.

2. Scroll through the names in the database by selecting **Database** > **Go To** and selecting **First Record**, **Previous Record**, **Next Record** or **Last Record**. The selected record appears on the **Master** tab. You can also scroll through the records by clicking the navigation buttons on the **Advanced** toolbar.

3. Select **File** > **Print**. Select **Master Label Only** and click **Print Preview** to view the label sheet. Select **100%** from the pull-down list box to enlarge the preview. The top three labels of the sheet contain the database information. Click **Close** to return to the **Design** screen.

4. Save and close this project for later reference.

DesignPro® Editing Your Design

Overview

In this chapter, we will discuss selecting and grouping multiple objects, moving and copying objects between labels and projects, formatting and aligning objects, and other editing features.

Once you have inserted objects into your design, select and edit them easily using DesignPro's object editing tools. You can access the tools from the **Menu Bar**, toolbars, or using various keyboard shortcuts. You can also right-click an object to activate several editing options. For additional information, refer to the **DesignPro Help** file.

Undoing and Redoing Edits

When editing objects, you can undo and redo your editing actions by selecting **Edit** > **Undo** or **Redo** or click or , on the **Advanced** toolbar. The number of possible actions that can be undone depends on your computer's capacity. In some cases, for example, when deleting large volumes of data, it is not possible to reverse an action.

Selecting an Object

Click on an object to select it. The object frame with eight handles appears. Once an object is selected, you can edit the object using the tools described in this chapter. Objects placed on the **Master** tab are shared objects and can only be selected and edited on the **Master** tab even though they are visible on all labels. Objects placed on a specific **Label** tab can only be viewed, selected and edited on that tab.

Selecting Text Objects

Text objects have two editing modes: content editing and object editing. Clicking inside a text object activates the content editing mode. A blinking cursor appears and you can edit and format the content. Clicking the outside frame, selects the actual object.

Selecting Multiple Objects

To select and edit multiple objects, click the mouse in a blank area of the label to activate the **Select** tool . Drag and draw a selection rectangle to include the entire frame of each object and then release the mouse. If including a text object, visible text may be smaller than the text object. Be sure to draw the rectangle around the entire text object. To select all objects on a label, select **Edit** > **Select All**.

You can also select multiple objects using the **Shift** key. Select the first object. Hold down the **Shift** key and select the next object. Continue holding down the **Shift** key and selecting additional objects as desired.

A frame with eight handles appears around the selected objects. If the handles are white, you can resize the multiple objects. If the handles are black, you cannot resize them. Converting a multiple selection into a group may activate additional editing features such as resizing. Refer to **Grouping Multiple Objects** in this section.

Edits will be applied to all selected objects. This kind of multiple selection is only temporary. If you select a different object or click in a different part of the work area, the multiple selection is cancelled.

Grouping Multiple Objects

To simplify the process of moving and editing multiple objects, you can permanently group objects. When grouped, the objects become one unit. Grouping objects may activate additional editing features that are unavailable for multiple selected objects. To group objects, select the objects, and then select **Drawing > Group**. The objects are then grouped.

Objects within a group retain their individual properties. Once grouped, all edits will be executed on the entire group. For instance, if you change the fill color of the group, the fill color for each object will change.

To edit the objects individually, they must be ungrouped. To ungroup objects, click on the group to select it, and then select **Drawing > Ungroup**.

Objects that are already grouped can also be grouped. This creates a nested group. The previously grouped objects remain grouped when the larger group is ungrouped.

Another way to group or ungroup multiple objects is to select the objects, right-click and select **Group** or **Ungroup**.

Moving and Copying Objects

The following features can also be used with multiple object or grouped objects.

To move an object, click on the object to select it and the object frame appears. Place the mouse on the edge of the object until the cursor changes to a four-arrow pointer . Click and drag the object to the new location. Release the mouse to complete the move.

To move the selected object in smaller increments, use the arrow keys on your keyboard. If you click and drag *while* holding down the **Ctrl** key, a copy of the selected object is created when you release the mouse and **Ctrl** key.

To move an object more precisely, click on the object to select it. Select **Format** > **Properties** and click the **Position** tab. Type the **Horizontal** (distance from left edge) and the **Vertical** (distance from top edge) setting for the top left corner of the object. Click **OK**.

Quick Tip

You can also right-click an object to access the **Properties** dialog box.

Moving and Copying Objects between Label Tabs and Projects

To move an object from one label to another, drag the selected object from the work space of the one label to the target **Master** or **Label** tab on the **Tab Bar**. Release the mouse. The object is now moved to the other label. If you click and drag *while* holding down the **Ctrl** key, a copy of the object is created on the other label in the same location.

You can use the same methods to move and copy labels between projects. First, select **Window** > **Tile** to place all open projects next to each other vertically on the screen. Click and drag the selected object from the work space of one project to the target **Master** or **Label** tab of the other project. If you click and drag *while* holding down the **Ctrl** key, a copy of the object is created.

To turn the **Tile** feature off, select the **Maximize** button on the title bar of the project you want to work with.

Cut, Copy and Paste Commands

You can also use the **Cut, Copy** and **Paste** commands to move and copy objects from one location to another. When you cut or copy a selected object, it is stored in the computer's memory on the Microsoft Windows clipboard. The Microsoft Windows clipboard can only store one cut or copied selection at a time. Cutting and copying selected objects to the clipboard deletes any data previously held in the clipboard.

The **Cut** and **Copy** commands will not be available unless an object is selected. The **Paste** command will not be available if the clipboard is empty.

To cut or copy, click on the object to select it. Select **Edit** > **Cut** to move the object or **Edit** > **Copy** to copy the object. You can also click , or on the **Standard** toolbar. Click on the target **Master** or **Label** tab of the same project or another project to select that label. Select **Edit** > **Paste** or click on the **Standard** toolbar to paste the clipboard contents to the new location.

Formatting Objects: Fills and Lines

To change the appearance of an object, click on the object to select it. Select **Format** and choose one of the following options: **Fill Color** , **Fill Pattern** , **Line Color** , or

Line Thickness or click the corresponding button on the **Advanced** toolbar. Some tools are only available for specific types of objects as indicated in the descriptions below.

Quick Tip

You can also right-click an object to access the fill and line tools.

To change the default settings for these tools, refer to the **Customizing DesignPro Settings** section in **DesignPro Tools**.

Fill Color

Use this tool to add or change an object's background color. This tool is available for rectangles, ellipses, polygons, text objects and bar codes.

Right-click the object and select **Fill Color**. The **Edit Colors** dialog box appears. Select the **No Color** option if no fill color is desired or click one of the pre-defined colors under **Basic Colors**. For more color options, click within the color spectrum on the right side of the dialog box. Adjust the brightness and darkness of the color by sliding the black marker on the vertical bar. The new color appears in the **Color/Solid** field. Click **Add Colors** to add the color to the **Custom Color** palette for this project if desired. Click **OK** to apply the change to the selected object.

Fill Pattern

Use this tool to add or change an object's fill pattern. This tool is available for rectangles, ellipses, polygons and text objects.

Right-click the object and select **Fill Pattern**. The **Fill Pattern** dialog box appears. Click one of the patterns under **Preview** to change the fill pattern. From the **Foreground** pull-down list box, select a different color for the pattern if desired. You can also change the fill color by selecting a color from the **Background** pull-down list box. Click **OK** to apply the changes to the selected object.

Line Color

Use this tool to add or change the object's line or frame color. This tool is available for graphic objects, drawing objects and text objects.

Right-click the object and select **Line Color**. The **Edit Colors** dialog box appears. Select the **No Color** option if no line color is desired or click one of the pre-defined colors under **Basic Colors**. For more color options, click within the color spectrum on the right side of the dialog box. Adjust the brightness and darkness of the color by sliding the black marker on the vertical bar. The new color appears in the **Color/Solid** field. Click **Add Colors** to add the color to the

Custom Color palette for this project if desired. Click **OK** to apply the change to the selected object.

Line Thickness

Use this tool to add or change the object's line or frame thickness. This tool is available for graphic objects, drawing objects and text objects.

Right-click the object and select **Line Thickness**. The **Line Thickness** dialog box appears. Under **Thickness**, click one of the pre-defined line thicknesses. You can also manually type a custom thickness in the **Custom** field if desired. Click **OK** to apply the change to the selected object.

Duplicating Objects

To duplicate an object, click on the object to select it. Select **Edit** > **Duplicate** and an identical copy of the object is immediately placed on the same label.

Resizing Objects

To resize an object, click on the object to select it. The object frame with eight handles appears. If the handles are white, you can resize the object. Click and drag one of the handles in the desired direction and release the mouse. The object is resized. If an object cannot be resized, the handles will be black.

To resize an object and maintain the proportions (aspect ratio), click the object. Hold down the **Shift** key and drag one of the object's corner handles. Release the mouse and the object is resized.

To resize an object more precisely, click on the object to select it. Select **Format** > **Properties** from the **Menu Bar**. Click the **Size** tab. Enter the **Size** or **Scale** settings as desired. Click **OK**.

Quick Tip

You can also right-click an object to access the **Properties** dialog box.

Aligning Objects

DesignPro offers several tools for aligning objects: **Rulers**, **Guides**, **Grids**, **Center Vertically** and **Horizontally**, and **Coordinates**.

Rulers

Horizontal and vertical rulers are displayed on the **Design** screen. Both rulers show the dimensions of the selected template. When an object or group of objects is selected, the dimensions

of the selected objects are grayed on the ruler bar. If you change the zoom percentage for the selected template, the ruler dimensions adjust accordingly.

The pointer position is continuously indicated by a floating line in both the horizontal and vertical ruler areas. The exact position of the pointer is also shown in the **Status Bar**, at the bottom of the **Design** screen, as X (horizontal) and Y (vertical) coordinates.

- To change the measurement unit (millimeters, points, or inches) select **Tools** > **Options**. Click the **General** tab and make a selection from the **Measurement Unit** pull-down list box.
- Show or hide rulers by selecting **View** > **Ruler**.

Guides

Add guides to your design to help size and align objects. Objects can be snapped mutually to a guide for precise alignment. To snap objects, the **Snap to Guides** option must be selected. Then, if you move an object onto the guide it will snap into place.

Select **Layout** > **Guides** or click on the **Advanced** toolbar. The **Guides** dialog box appears:

- Click the **Horizontal** or **Vertical** tab. Click **New** to enter the position of a new horizontal or vertical guide. Click **OK**. Continue to enter horizontal and vertical guides as desired.
- To edit and delete guides, select the guide and click the **Edit** or **Delete** button.
- Select **Show Guides** to display the vertical and horizontal guides on the **Design** screen.
- Select **Snap to Guides** if you want to "snap" objects to the guides.

Once created, you can select, move and delete guides on the work area as desired.

Once guides are created, select **Layout** > **Snap** to **Guides** to enable or disable this function.

Grid

Add a grid to your design to help size and align objects. Objects can be snapped to a grid for precise alignment. To snap objects, the **Snap to Grid** option must be selected. Then, if you move an object onto the grid it will snap into place.

Select **Layout** > **Grid** or click on the **Advanced** toolbar. The **Grid** dialog box appears:

- Type the **Horizontal** and **Vertical** spacing for the grid.
- Select **Show Grid** to display the grid in the form of dots on the **Design** screen.

• Select **Snap to Grid** if you want to “snap” objects to the grid.

Quick Tip

Once a grid is created, select **Layout** > **Snap to Grid** to enable or disable this function.

Center Vertically and Horizontally

To center an object vertically or horizontally on the label template, click on the object to select it. Select **Layout** > **Center** and choose **Horizontal** or **Vertical**. You can also click , or on the **Advanced** toolbar. To place the object in the center of the label, center it both vertically and horizontally.

Coordinates

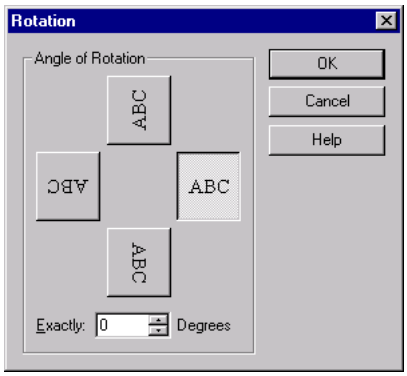
To select the precise coordinates of an object, click on the object to select it. Select **Format** > **Properties** and click the **Position** tab. Type the **Horizontal** (distance from left edge) and **Vertical** (distance from top edge) setting for the top left corner of the object. Click **OK**.

Quick Tip

You can also right-click an object to access the **Properties** dialog box.

Rotating Objects

To rotate an object, click on the object to select it. Select **Format** > **Rotate** or click on the **Advanced** toolbar. The **Rotation** dialog box appears. Choose between four different angles (0, 90, 180 or 270 degrees) by clicking the appropriate **ABC** button. To enter a different angle, type the setting in the **Exactly** field. Click **OK** to complete the rotation.



Bar code objects and graphic objects can be rotated using the pre-defined angles only (0, 90, 180 or 270 degrees). WMF graphic images cannot be rotated due to a limitation of the WMF file format.

Quick Tip

You can also right-click an object to access the **Rotate** command.

If you rotate a multiple selection, each object is rotated on its own axis. If you wish to rotate objects on a common, central axis, group the objects first. When rotating a group, all objects

contained within this group are rotated as a single unit. For information on grouping objects, refer to the **Grouping Multiple Objects** in this section.

Editing Multiple Objects

Select the multiple objects to be edited. Right click the selection and select **Properties**. The **Properties** dialog box appears.

Click on the desired tab and change the properties for the selected objects. Object properties that can change for a multiple selection, such as size, color, line thickness, and rotation, will be applied to all objects in the multiple selection.

If a multiple selection contains objects which have different properties, the relevant fields remain blank. For example, the **Fill Color** field will be blank if the fill colors of the selected objects are different. If you change the **Fill Color**, the change will be applied to all selected objects.

If a multiple selection contains a rotated object, it is not possible to resize the entire selection. To resize the selection you must group it first. For information on grouping objects, refer to section **Grouping Multiple Objects** in this chapter. Also, it is not possible to resize multiple selections if one or more of the objects are anchored.

Changing the Object Order

Objects are placed on different “layers” in DesignPro. You may want to rearrange the order of the objects in your design. For example you may want to bring a text object forward in the design so it appears on top of a picture. To change the order of an object, click on the object to select it. Select **Layout** > **Order** and choose one of the following options: **Bring To Front**, **Send To Back**, **Bring Forward** or **Send Backward**. Or you can click the order buttons on the **Advanced** toolbar .

You can also right-click the object to access the **Order** commands.

Creating a Background Object

To convert an object into a background object, click on the object to select it. Select **Layout** > **Set As Background** or click on the **Advanced** toolbar. The object will be adjusted to the size of the template and will be moved to the background layer of the label. Background objects cannot be edited. Each label can only contain one background. Setting a new object as the background object automatically deletes the old background object. You can delete an existing background by selecting **Layout** > **Delete Background**.

If you are using a product that supports printing to the edge and want the background to cover the entire label, you will need to set a bleeding value before using the **Set As Background** command. To set a **Bleeding** value, refer to the **Customizing DesignPro Settings** section in **DesignPro Tools**.

Sizing an Object to Template

To adjust the size of an object to the size of the current label template, click on the object to select it. Select **Layout** > **Size to Template** or click on the **Advanced** toolbar. The size and position of the object will change to fit the label. Non-rectangular objects will never fill the label completely.

Some label templates may contain multiple panels. For instance, if the front and back of a greeting card print on the same side of the sheet, the **Label** tab will contain separate panels for the front and back. If the label template contains multiple panels and you select the **Size to Template** command, you will be prompted to click one of the panels. The object will then size to that panel.

If you are using a product that supports printing to the edge and want the object to cover the entire label, you will need to set a bleeding value before using the **Size to Template** command. To set a **Bleeding** value, refer to the **Customizing DesignPro Settings** section in **DesignPro Tools**.

If you want to maintain the proportions of an object when **Sizing To Template** and avoid image distortion, select **Tools** > **Options** > **Objects** tab and select the **Maintain Object's Aspect Ratios when Sizing to Template** option. Small adjustments may need to be made as the graphic may or may not fill the template if maintaining proportions.

Locking Text and Bar Codes

To lock the content of a text object to prevent it from being edited inadvertently, select the text object. Select **Edit** > **Lock Content**. Note that although text inside the object is locked, it is still possible to select, edit and delete the object itself. To unlock the content, click on the object to select it. Select **Edit** > **Lock Content** again.

This function can be used for text objects, round text objects and bar code objects. Objects with locked content can be identified by the "padlock" that appears when you move the mouse over the text.

Replacing Graphics in Pre-Designed Layouts

To replace a graphic in a pre-designed layout, select the **Master** or **Label** tab containing the graphic object. Double-click the graphic. The **Replace Image** dialog box appears. Or you can click on the object to select it and choose **Insert** > **Replace Image**.

Quick Tip

You can also right-click the object to access the **Replace Image** dialog box.

Note

If unable to select a graphic object in a pre-designed layout, verify the following:

- You have selected the **Master** or **Label** tab containing the graphic object.
- The object is not grouped with other objects. Individual objects cannot be edited when grouped. To replace a graphic, the object must be ungrouped. For additional information, refer to **Grouping Multiple Objects** in this section.
- The object is not behind other objects in the design. If you are unable to select an object, try moving the objects on top of the graphic object to the back. Change the front and back position of objects within a design using the **Order** command. For additional information, refer to **Changing the Object Order** in this section.

In the **Replace Image** dialog box, locate and select the new graphic. To maintain the proportions of the new graphic, select the **Maintain Aspect Ratio** option in the lower left corner of the dialog box. The size of the new object will adjust accordingly when inserted. If the object's are different sizes and the **Maintain Aspect Ratio** option is not selected, the new graphic may distort when inserted.

When satisfied with your selection, click **OK**. The original graphic is replaced.

Anchoring Objects

To anchor the position of an object on a label, click on the object to select it. Select **Edit** > **Anchor**. An anchored object cannot be moved, rotated or deleted and its size cannot be changed. To remove the anchoring of an object, click on the object to select it. Select **Edit** > **Anchor** again.

Anchored objects can be identified by the black handles and by the push pin that appears when you move the mouse over the object.

DesignPro® Tools

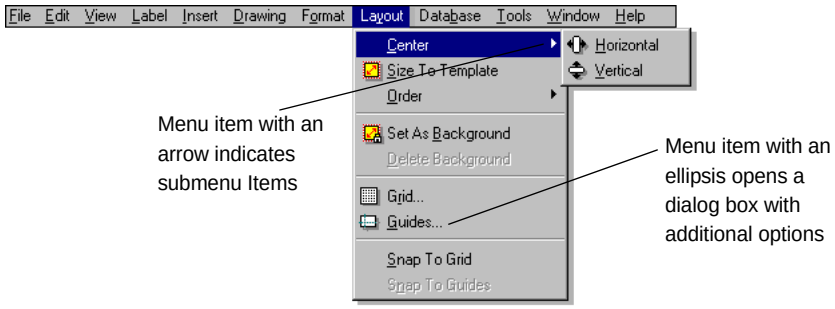
Overview

In this chapter, we will discuss the many DesignPro tools that make creating your design fun and easy. Tools are accessed using the DesignPro **Menu Bar**. The most frequently used tools have corresponding buttons on the **Standard**, **Advanced** or **Vertical** toolbars.

We will review the **Tab Bar** which contains the **Master** tab and **Label** tabs. These are key tools that help you easily create all types of labels and projects. We will also discuss how to change the DesignPro default settings to fit your needs.

Menu Bar

The DesignPro **Menu Bar** provides access to all tools and commands.

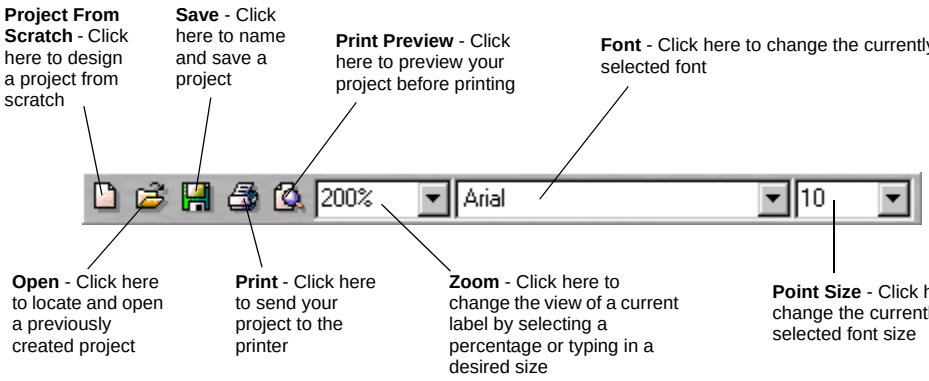


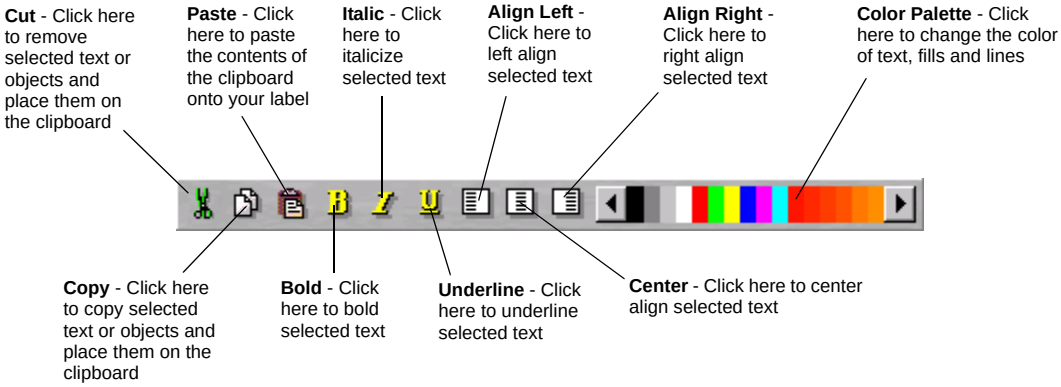
To open a menu, click it with the mouse. Some menu items branch into submenu items, indicated by an arrow, or open a dialog box, indicated by an ellipsis. If a corresponding toolbar button or keyboard shortcut exists for the command, it is indicated next to the menu item. A grayed menu item means the option is not currently available. Additional information about each menu can be found in the **Help** file. Select **Help** > **DesignPro Help** and click the **Contents** tab.

Standard, Advanced and Vertical Toolbars

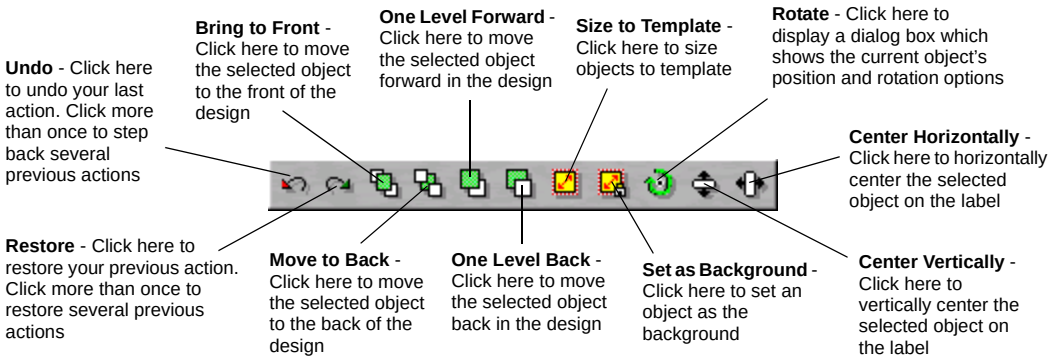
The function of each toolbar button is displayed when the mouse is placed over the button. This is called a **Tool Tip**. A grayed button means the option is not currently available. Following are pictures of the three DesignPro toolbars with descriptions for each button. The **Standard** and **Advanced** toolbars are displayed in sections.

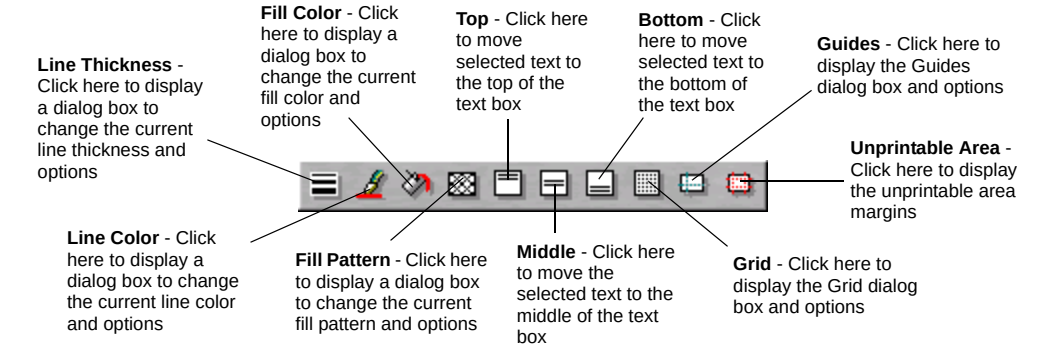
The **Standard** toolbar is located under the **Menu Bar** and contains the following buttons.

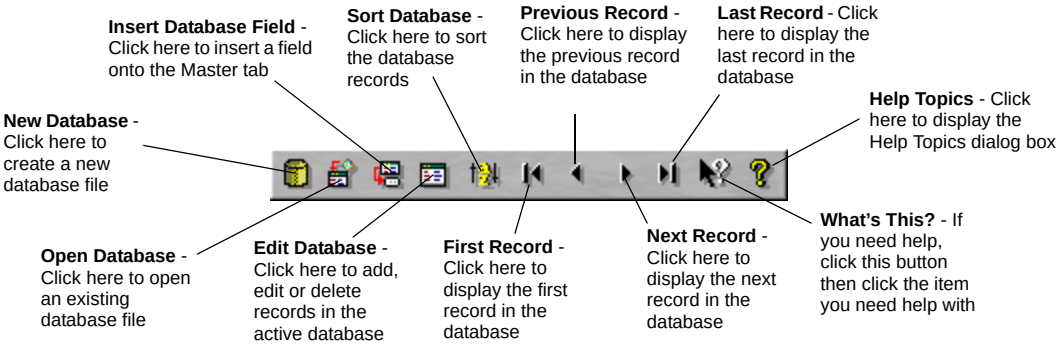

Project From Scratch - Click here to design a project from scratch
Save - Click here to name and save a project
Print Preview - Click here to preview your project before printing
Font - Click here to change the currently selected font
200%
Arial
10
Open - Click here to locate and open a previously created project
Print - Click here to send your project to the printer
Zoom - Click here to change the view of a current label by selecting a percentage or typing in a desired size
Point Size - Click here to change the currently selected font size


Cut - Click here to remove selected text or objects and place them on the clipboard
Paste - Click here to paste the contents of the clipboard onto your label
Italic - Click here to italicize selected text
Align Left - Click here to left align selected text
Align Right - Click here to right align selected text
Color Palette - Click here to change the color of text, fills and lines
Copy - Click here to copy selected text or objects and place them on the clipboard
Bold - Click here to bold selected text
Underline - Click here to underline selected text
Center - Click here to center align selected text

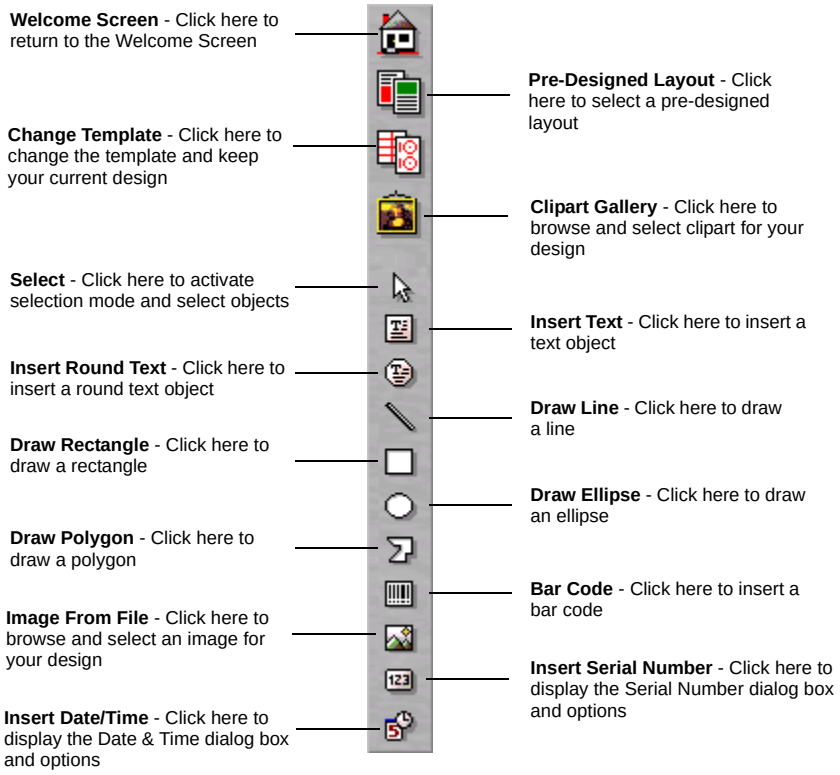
The **Advanced** toolbar is the horizontal toolbar located just below the **Standard** toolbar.


Undo - Click here to undo your last action. Click more than once to step back several previous actions
Bring to Front - Click here to move the selected object to the front of the design
One Level Forward - Click here to move the selected object forward in the design
Size to Template - Click here to size objects to template
Rotate - Click here to display a dialog box which shows the current object's position and rotation options
Center Horizontally - Click here to horizontally center the selected object on the label
Restore - Click here to restore your previous action. Click more than once to restore several previous actions
Move to Back - Click here to move the selected object to the back of the design
One Level Back - Click here to move the selected object back in the design
Set as Background - Click here to set an object as the background
Center Vertically - Click here to vertically center the selected object on the label


Line Thickness - Click here to display a dialog box to change the current line thickness and options
Fill Color - Click here to display a dialog box to change the current fill color and options
Top - Click here to move selected text to the top of the text box
Bottom - Click here to move selected text to the bottom of the text box
Guides - Click here to display the Guides dialog box and options
Unprintable Area - Click here to display the unprintable area margins
Line Color - Click here to display a dialog box to change the current line color and options
Fill Pattern - Click here to display a dialog box to change the current fill pattern and options
Middle - Click here to move the selected text to the middle of the text box
Grid - Click here to display the Grid dialog box and options


Insert Database Field - Click here to insert a field onto the Master tab
Sort Database - Click here to sort the database records
Previous Record - Click here to display the previous record in the database
Last Record - Click here to display the last record in the database
Help Topics - Click here to display the Help Topics dialog box
New Database - Click here to create a new database file
Open Database - Click here to open an existing database file
Edit Database - Click here to add, edit or delete records in the active database
First Record - Click here to display the first record in the database
Next Record - Click here to display the next record in the database
What's This? - If you need help, click this button then click the item you need help with

The **Vertical** toolbar is located on the left side of the **Design** screen. The **Vertical** toolbar buttons provide shortcuts for navigating within DesignPro and for inserting text and objects onto your label.


Welcome Screen - Click here to return to the Welcome Screen
Change Template - Click here to change the template and keep your current design
Select - Click here to activate selection mode and select objects
Insert Round Text - Click here to insert a round text object
Draw Rectangle - Click here to draw a rectangle
Draw Polygon - Click here to draw a polygon
Image From File - Click here to browse and select an image for your design
Insert Date/Time - Click here to display the Date & Time dialog box and options
Pre-Designed Layout - Click here to select a pre-designed layout
Clipart Gallery - Click here to browse and select clipart for your design
Insert Text - Click here to insert a text object
Draw Line - Click here to draw a line
Draw Ellipse - Click here to draw an ellipse
Bar Code - Click here to insert a bar code
Insert Serial Number - Click here to display the Serial Number dialog box and options

Tab Bar: Master Tab and Label Tabs

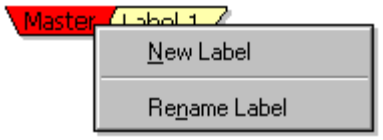
The **Tab Bar** is the key navigation tool when designing your project by allowing you to scroll between and design the **Master** tab and individual "labels" (**Label** tabs) on the sheet. The **Tab Bar** is located on the bottom of the **Design** screen. The **Tab Bar** contains the **Master** tab and one or more **Label** tabs depending on the template selected. You can create, copy, delete and move **Label** tabs and you can rename the **Master** and **Label** tabs. The **Master** tab cannot be deleted or moved.

Master Tab

The **Master** tab is located on the **Tab Bar** and is bright red when active. When opening a project from scratch, the **Design** screen opens with the **Master** tab active.

The **Master** tab represents a “master” label. Shared objects that are to appear in the same format on all labels, such as a company logo or background, are created on the **Master** tab. Objects placed on the **Master** tab are shared and will appear on all labels.

Right-click the **Master** tab and the following options are available:



- **New Label** - Creates a new **Label** tab
- **Rename Label** - Enables renaming the **Master** tab

Important Things to Know About the Master Tab

- Objects placed on the **Master** tab are shared objects and will appear on all labels.
- Objects placed on the **Master** tab can only be selected and edited from the **Master** tab.
- The **Master** tab cannot be deleted or moved.
- Certain objects, such as **Serial Number**, **Date & Time** stamp, and **Database Fields** can only be inserted and edited on the **Master** tab.

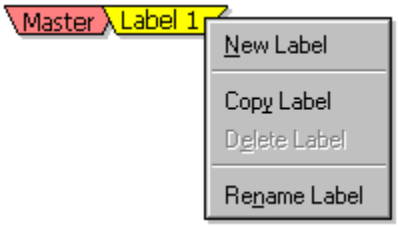
Label Tab

Individual **Label** tabs are located on the **Tab Bar** and are bright yellow when active.

A **Label** tab is created and numbered consecutively each time a label is added. **Label 1** through **Label ‘n’** tabs represent the individual labels (dividers, name badges, cards and so on) on the sheet. You can add up to 1,000 label tabs for each project.

Click a **Label** tab to add unique objects to that specific label. Any objects previously placed on the **Master** tab are shared objects and will appear on all labels.

Right-click on the **Label** tab and the following options are available:



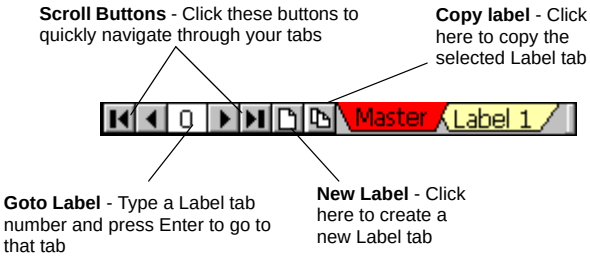
- **New Label** - Creates a new **Label** tab
- **Copy Label** - Copies the active **Label** tab
- **Delete Label** - Deletes the active **Label** tab
- **Rename Label** - Enables you to rename the active **Label** tab

Move **Label** tabs to change their order on the printed sheet. To do this, click the **Label** tab and drag it along the **Tab Bar** to the new location. A small arrow indicates the current insert position. Rename the **Label** tabs as desired.

For additional information about the **Master** tab and **Label** tabs, refer to **Lesson 1 - Creating Identical and Different Labels**.

Additional Tab Bar Features

In addition to using the **Master** and **Label** tabs directly, the left side of the **Tab Bar** also contains buttons for scrolling through, creating, copying, and directly selecting **Label** tabs.


Scroll Buttons - Click these buttons to quickly navigate through your tabs
Copy label - Click here to copy the selected Label tab
Master
Label 1
Goto Label - Type a Label tab number and press Enter to go to that tab
New Label - Click here to create a new Label tab

- Navigate quickly using the **Scroll Buttons**.
- Type a **Label** tab number in the **Goto Label** field and press **Enter** to go to that **Label** tab.
- Click to create a **New Label** tab.
- Click to copy the active **Label** tab.

Status Bar

Located on the bottom of the **Design** screen, the **Status Bar** displays tool and object-specific information. The following information is displayed:

- Details of the currently selected tool or command
- The Avery product number of the currently selected template
- The X and Y coordinates of the current cursor position
- The dimensions of a currently selected object
- When editing text, the line and column position of the cursor

The **Status Bar** is identified in the **Design Screen** illustration in **DesignPro Quick Tour**.

Displaying Unprintable Areas

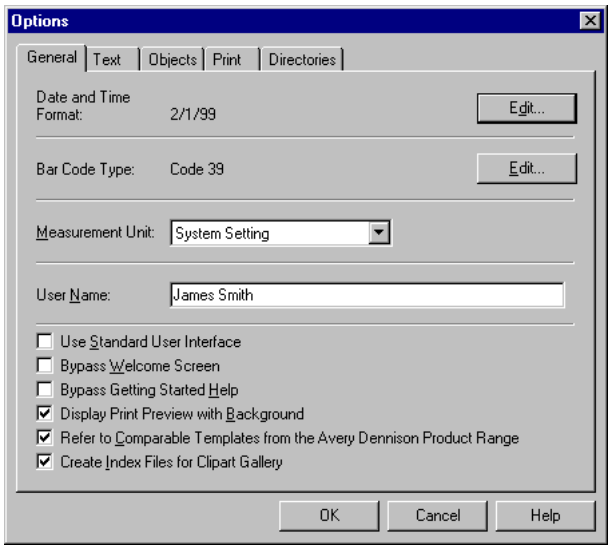
Select **View** > **Display Unprintable Area** or click on the **Advanced** toolbar to display the unprintable area margins. Objects placed in the unprintable area will not print. The size of the unprintable area varies from printer to printer and also by Avery product.

Customizing DesignPro® Settings

DesignPro allows you to customize several default settings to fit your needs. Default setting changes will be applied to newly created designs or objects only.

They will not apply to currently open or previously created designs or objects. To customize program properties in DesignPro click **Tools** > **Options.** The **Options** dialog box appears.

The following tabs are available: **General**, **Text**, **Objects**, **Print** and **Directories**. Click one of the tabs to change settings as desired. For additional information, refer to the **DesignPro Help** file or to the section in this manual pertaining to the corresponding tool. Once the selections have been made, click **OK** to change the settings.



General Tab

- **Date and Time Format -** Click **Edit** to change the default **Date and Time** format. The new format will be used each time you select the **Insert Date/Time** tool.
- **Bar Code Type** - Click **Edit** to change the default **Bar Code** settings. The new format will be used each time you select the **Bar Code** tool.
- **Measurement Unit** - Select a different default measurement unit from the pull-down list box. The measurement setting applies to rulers, dialog boxes and output.
- **User Name -** Type in a new user name.
- **Use Standard User Interface** - Select this option to revert to the user interface of the previous version of DesignPro. To activate the change, close and reopen DesignPro.

- **Bypass Welcome Screen** - Once you become familiar with DesignPro, you might prefer to start directly at the **Design** screen. Select this option and the **Welcome Screen** will not appear each time you start the program. Click on the **Vertical** toolbar to open the **Welcome Screen** at any time.
- **Bypass Getting Started Help** - Select this option to prevent the **Getting Started** help file from appearing automatically when the **Design** screen opens.
- **Display Print Preview with Background** - This option allows you to determine whether or not to display your designs with or without background images in the **Print Preview**. If displaying with backgrounds, the preview will take longer to appear.
- **Refer to Comparable Templates from the Avery Dennison Product Range** - This option allows DesignPro to search for comparable templates each time you select a new template.
- **Create Index Files for Clipart Gallery** - This option creates index files for every directory containing graphic file formats supported by DesignPro. This allows the graphics to appear as thumbnails in the browser previews.

Text Tab

The following default settings apply to the **Insert Text** and **Insert Round Text** tools.

- **Font** - Click **Edit** to change the default font.
- **Spacing** - Click **Edit** to change the default line spacing.
- **Text Alignment** - Select default **Horizontal** and **Vertical** alignments from the pull-down list boxes.
- **Create Text Objects Instantly** - When selected, a text or round text object is created automatically when the corresponding tool is activated. This option is enabled by default. If this option is not selected, you will need to create the text object manually by clicking and dragging the mouse.

Objects Tab

The following default settings apply to objects and object tools, such as **Line Color**, **Fill Color**, and **Line Thickness**.

- **Colors** - Select the default colors for **Line Color** and **Fill Color** from the pull-down list boxes. This change will apply to newly created objects.
- **Lines** - Select the default **Line Thickness** from the pull-down list box. To create a custom line thickness, type your setting in the **Custom** field. This change will apply to newly created objects.

- **Apply to Text Objects** - Select this option to apply the default settings for **Colors** and **Lines** to text objects. If this option is disabled, text objects are created with no fill color and no border.
- **Save Pictures as Reference** - Select this option to save disk space when working with graphics. The image of the graphic is viewed in the file, but the graphic itself remains a separate file. The image will reference the path and filename of the actual graphic file.
- **Maintain Object's Aspect Ratios when Sizing to Template** - Select this option to maintain the proportions of a graphic when fitting it in a template using the **Layout** > **Size to Template** command. Small adjustments may need to be made as the graphic may or may not fill the template if maintaining the proportions.
- **Bleeding** - Enter a **Bleeding** value if you are using a product that supports printing to the edge and you want your design to cover the entire label. This setting is applied when using the **Size To Template** or **Set At Background** commands. When using one of these commands, the selected object will overlap the label template by the value entered. To ensure full coverage of the label, enter a value of at least .125" to .25" (or 3 mm to 6 mm).

Print Tab

- **Printer** - Select your default printer. The change will apply to newly created projects only. To activate the changes for open projects, save, close and reopen the project.
- **Text Objects** - Select the **Shrink to Fit** option to display the text contents of database fields without line breaks. Select **Highlight Shrink to Fit in Print Preview** to highlight suppressed line breaks in the **Print Preview**. To specify the **Minimum Font Size for Shrink to Fit**, type a setting.
- **Database** - Select these options to ignore database fields without content when printing and in the **Print Preview**. Select **Suppress Spaces** to ignore a blank that follows an empty database field. Select **Suppress Blank Lines** to ignore a line that contains blank database fields.
- **Dither Pictures for Printing** - Select this option for printers that are unable to support color printing for some image formats.

Directories Tab

This dialog box shows the default locations and file names for DesignPro directories.

- **Documents** - The default storage location for your DesignPro projects.
- **Templates** - The blank Avery product templates are located in this directory.

- **Custom Templates** - Custom templates created by you are located in this directory.
- **User Manual** - If installed, the User Manual is located in this directory. Click **Browse** to locate and open the manual in PDF format.

DesignPro® Selecting Your Project

Overview

To start your project, you will need to select an Avery product template. You can choose from one of the many Avery pre-designed templates, select a blank template, or open an existing project.

Starting with a Pre-Designed Layout

There are three ways to select a pre-designed template. All three methods take you to the **Select a Pre-Designed Layout** dialog box.

- From the **Welcome Screen,** select **Create a Project Using a Pre-Designed Layout**.
- From the **Design** screen, select **File** > **New** > **Pre-Designed Layout**.
- From the **Design** screen, click **Pre-Designed Layout** on the **Vertical** toolbar.

The Select a Pre-Designed Layout Dialog Box

File Browser - Opens to the **DesignPro Pre-Designed Layout** directory on your computer. Select an Avery product folder to display the pre-designed layouts.

Thumbnail Size - Select **Small**, **Medium** or **Large** to change the preview size of the pre-designed layouts.

Preview - Displays all the files of a selected directory folder. File thumbnails are listed by product number and product description.

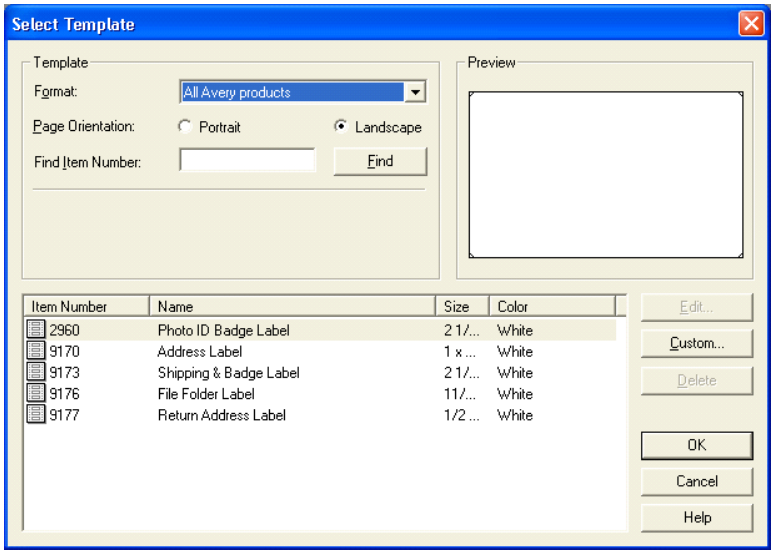
Click the thumbnail preview of a pre-designed layout to select it and click **OK** or double-click the thumbnail preview. The **Design** screen appears with the selected template displayed.

Starting from Scratch

There are three ways to select a blank template and start a project from scratch. All three methods take you to the **Select Template** dialog box.

- From the **Welcome Screen,** select **Create a Project from Scratch**.
- From the **Design** screen, select **File** > **New** > **Project From Scratch** or press **Ctrl+N** on the keyboard.
- From the **Design** screen, click **Project From Scratch** on the **Standard** toolbar.

The Select Template Dialog Box



Format - Select **All Avery products** or select a pre-defined Avery product group. Avery products belonging to the selected group will be listed in the lower portion of the screen. When an item is selected it is displayed in the **Preview**.

Page Orientation - Define whether the label template will be displayed in **Portrait** or **Landscape** orientation on the **Design** screen. Each template has a pre-defined page orientation shown in the **Preview**. Changing the label orientation will not change the page orientation in the **Preview**.

Find Item Number - Locate, highlight and select your Avery product quickly. Type in the Avery product number and click **Find**. The template is highlighted, selected and displayed in the **Preview**.

Sort Columns - Sort product list columns by ascending or descending order. Click a column title, such as **Item Number**, to change the sort sequence.

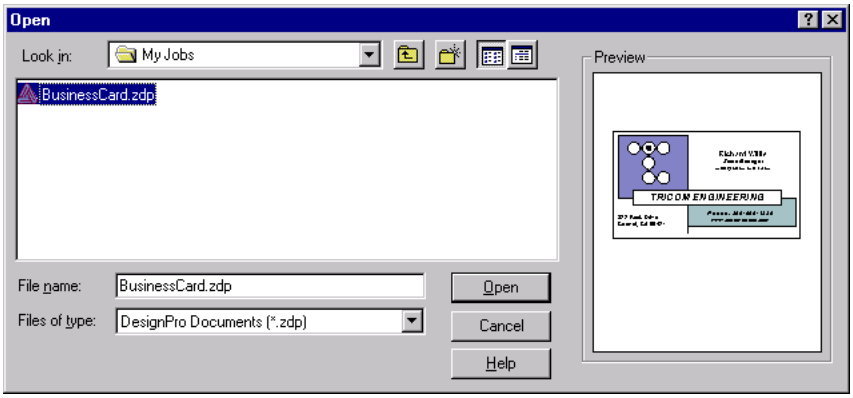
Select a template and click **OK**. The **Design** screen appears with the selected template displayed.

Opening an Existing Project

There are three ways to open a previously saved project. All three methods take you to the **Open** dialog box.

- From the **Welcome Screen,** select **Open an Existing Project**.
- From the **Design** screen, select **File** > **Open** or press **Ctrl+O** on the keyboard.
- From the **Design** screen, click **Open** on the **Standard** toolbar.

The Open Dialog Box



Look in - Locate and select the previously saved DesignPro project on your computer. If opening a LabelPro project, change the **Files of type** selection first.

Preview - Displays a preview of the selected file. A preview is displayed only if the file was previously saved with a corresponding preview graphic in the **Save As** dialog box.

Files of type - If you are opening a project created by one of the following programs, change the file type accordingly. For instance, select **LabelPro 2.0 - 3.02 (*.lpd)** if opening an Avery® LabelPro® project. You can open and reuse files from the listed Avery software. However, it is not possible to save files in these formats.

The following file formats are supported by DesignPro:

- DesignPro (*.zdp)
- LabelPro 2.0 - 3.02 (*.lpd)
- WinLabel 3.0 (*.zwl)

- WinLabel 1.0 - 2.02 (*.wlb)
- CardMaker 1.0 - 2.0 (*.car)
- Design-Your-CD (*.car)

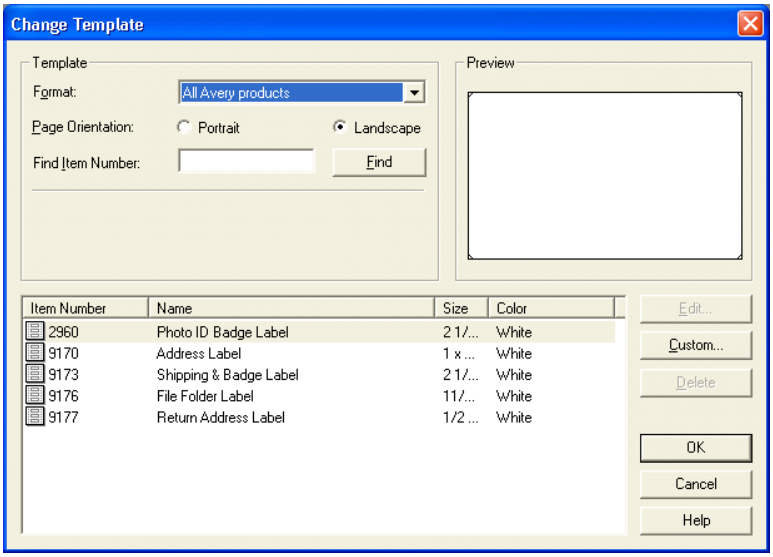
If you open a LabelPro design file (*.lpd) and this file is linked to a LabelPro database (*.avd) file, the database file is automatically converted. For further information, refer to the **DesignPro Help** file.

Changing Templates

Sometimes you may want to change the current template but keep your design. DesignPro lets you change your current template with the **Change Template** command. There are two ways to change a template. Both methods take you to the **Change Template** dialog box.

- From the **Design** screen, select **File** > **Change Template**.
- From the **Design** screen, click **Change Template** on the **Vertical** toolbar.

The Change Template Dialog Box



Format - Select All Avery products or select a pre-defined Avery product group. Avery products belonging to the selected group will be listed in the lower portion of the screen. When an item is selected it is displayed in the **Preview**.

Page Orientation - Define whether the label template will be displayed in **Portrait** or **Landscape** orientation on the **Design** screen. Each template has a pre-defined page orientation shown in the **Preview**. Changing the label orientation will not change the page orientation in the **Preview**.

Find Item Number - Locate, highlight and select your Avery product quickly. Type in the Avery product number and click **Find**. The template is highlighted, selected and displayed in the **Preview**.

Sort Columns - Sort product list columns by ascending or descending order. Click a column title, such as **Item Number**, to change the sort sequence.

Select the new template and click **OK**. The **Design** screen appears with the new template and your previous design.

If the dimensions of the new template are different than the existing template, a **Help** message displays: *"Either the dimensions or the layout of the old and new templates are different. Do you want more information?"*

Click **Yes**. The **Info on: Changing Templates** dialog box appears. Your previous template is displayed on the left and the new template is displayed on the right. This dialog box allows you to compare the products and confirm your decision to change templates.

- To accept the new template, click **OK**. The **Design** screen appears with the new template and your previous design. You may need to move and resize the design objects.
- To keep the previous template, click **Select Template** on the left side of the dialog box. Click **OK**. The **Design** screen appears with the previous template layout.

If you select a new template and then decide to revert to the previous template, you will need to use the **Change Template** command to reselect the previous template.

DesignPro® Starting Your Design

Overview

In this chapter, we will discuss how to begin creating or customizing your design by inserting different types of objects. Once you have selected a template, you are ready to begin designing or customizing your project. Create projects on the **Design** screen by inserting different types of objects on the work area of the **Master** and **Label** tabs. Insert a text object to add text, a drawing object to add lines and shapes, or a graphic object to add images, logos or clipart.

Text Objects: Inserting and Formatting Text

To add text to your design, select **Insert** and choose **Text** or **Round Text** or click **Insert Text** or **Insert Round Text** on the **Vertical** toolbar. A text object is automatically inserted on the label template and edit mode is active. Type text in the object.

Text is displayed in a continuous line. If the text is longer than the width of the text object, the text will wrap to the next line. For easy editing, round text will display horizontally until you click outside of the object. Round text is then displayed in a circular design. If the text is longer than the outer circumference of the circle, the text will overlap.

To change the text object default settings, refer to the **Customizing DesignPro Settings** section in **DesignPro Tools**.

Changing Text Styles

To format text, click inside the text or round text object. Click and drag to select the text to be formatted or press **Ctrl + A** to select the entire text. Select **Format** > **Character**. The **Font** dialog box appears. Change the **Font**, **Font Style**, **Size**, **Effects** and **Color** of the text as desired. The **Preview** displays the changes. Click **OK** to apply the new formatting.

The following frequently used formatting tools are also available on the **Standard** toolbar: **Font**, **Point Size**, **Bold**, **Italic**, **Underline** and **Color Palette**.

Quick Tip

You can also right-click inside the text or round text object to open the **Font** dialog box. Right-click, select **Character** and the **Font** dialog box appears.

Aligning Text

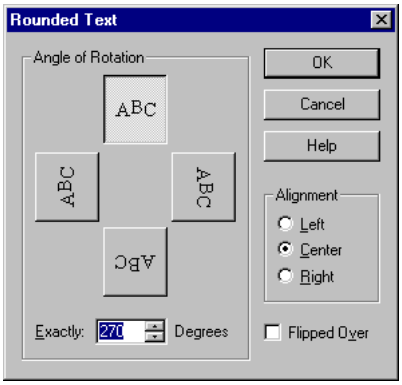
To align text, click in the text object. Select specific paragraphs to be aligned as desired. If no paragraph is selected, the alignment will apply to all of the text in the text object. Select **Format** > **Alignment**.

- Select **Left**, **Center**, or **Right** to align the text. Specific selections of text or each paragraph can be aligned individually to the left, center, and right.
- Select **Top**, **Middle** or **Bottom** to align the placement of the entire text within the text object.

You can also change the **Left**, **Center** and **Right** alignment by clicking the corresponding buttons on the **Standard** toolbar. You can change the **Top**, **Middle** and **Bottom** alignment by clicking the corresponding buttons on the **Advanced** toolbar.

Aligning Round Text

To change the angle and alignment of round text or to flip round text, click on the round text object to select it. Select **Format** > **Snap Text to Ellipse**. The **Rounded Text** dialog box appears.



Choose between four different **Angles of Rotation** (0, 90, 180 or 270 degrees) by clicking the appropriate **ABC** button. To enter a different angle, type the setting in the **Exactly** field. The axis of the object is snapped to the selected angle.

Change the alignment of the text on that angle by selecting **Left**, **Center** or **Right**. For example, if you select **Center** and **90** degrees, the center of the text will be placed at 90 degrees. If you select **Left**, the text ends at 90 degrees and if you select **Right**, the text begins at 90 degrees.

Select the **Flipped Over** option to flip the text 180 degrees.

Click **OK** to complete the round text alignment.

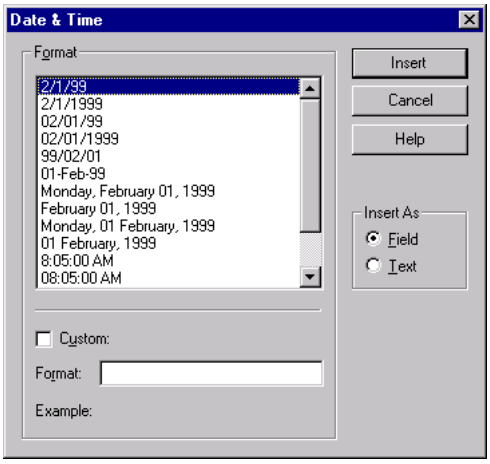
Quick Tip

You can also right-click a round text object to access **Snap Text to Ellipse**.

Text Objects: Inserting Date & Time

The **Date & Time** information can only be inserted on the **Master** tab. To add the current system date/time to your design, click the **Master** tab to make it active. Click inside a text object and position the cursor where the information is to be inserted. If a text object is not selected, one will automatically be created when the date/time is inserted.

Select **Insert** > **Date & Time** or click on the **Vertical** toolbar. The **Date & Time** dialog box appears.



Select the date and time **Format** from the list of options. Under **Insert As**, select one of the following options:

- **Field** - This option updates the date/time fields automatically. Fields are updated automatically when a field is inserted, during printing, when opening the file and when **View** > **Update Fields** is selected.
- **Text** - This option inserts the current date/time text only. The date/time text will not be updated.

Select the **Custom** option to define your own formats for the date and time using special formatting characters. For a list of acceptable formatting characters and additional information on customizing date and time formats, refer to the **DesignPro Help** file.

When all settings have been selected, click **Insert**. The current date/time is inserted.

Formatting Date & Time

To format a date/time field once it is generated, select the date/time field in the text object on the **Master** tab. Select **Format** > **Field Parameters** > **Date & Time**. Format as desired and click **OK**.

Quick Tip

When formatting a date/time field, you can also right-click the text object containing the date/time field to access **Field Parameters** > **Date & Time**.

To change the default settings for the **Insert Date/Time** tool, refer to the **Customizing DesignPro Settings** section in **DesignPro Tools**.

Text Objects: Inserting Symbols

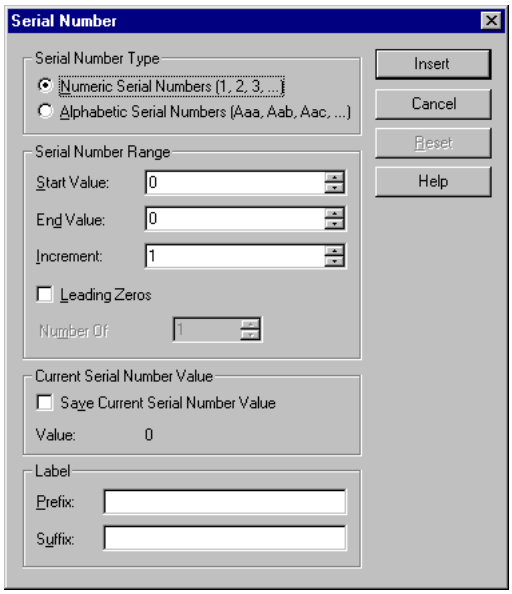
To insert a symbol, click inside a text object. Position the cursor where the symbol is to be inserted and select **Insert** > **Symbol**. The **Symbol** dialog box appears. Select a **Font** from the drop-down list box. All available characters for the selected font appear. To magnify a character, click it once. To insert a symbol, select a symbol and click **Insert**. The character is inserted at the cursor position. Click **Close** to exit the dialog box.

Text Objects: Inserting and Generating Serial Numbers

Use this tool to automatically create and print a consecutive series of numbers or letters.

A serial number field can only be inserted on the **Master** tab. To insert a serial number field, click on the **Master** tab to make it active. Click inside a text object and position the cursor where the information is to be inserted. If a text object is not selected, a text object will automatically be created when the serial number field is inserted.

Select **Insert** > **Serial Number** or click on the **Vertical** toolbar. The **Serial Number** dialog box appears.



- **Serial Number Type** - Select either a numeric or alphabetic serial number.
- **Serial Number Range** - Type a **Start Value**, **End Value** and **Increment** number. Counting is always from the start value to the end value. Specify whether or not the serial number is to be displayed with leading zeros by checking or unchecking the relevant check box. If **Leading Zeros** is enabled, enter the total **Number Of** spaces for the serial number.
- **Current Serial Number Value** - When this option is enabled, the serial number of the last label printed is saved. The next time the document is opened, the serial number continues to print from where it left off with the last print run. If the option is disabled, the serial number will always begin with the **Start Value**. To reset a serial number to the **Start Value**, select the serial number field in the text object. Select **Format** > **Field Parameters** > **Serial Number**. Click **Reset** and **OK**.

- **Label** - Type a **Prefix** or **Suffix** for the serial number. A **Prefix** appears in front of the serial number and a **Suffix** appears after the serial number.

When all settings have been entered, click **Insert**. The serial number field is inserted. Finish designing the **Master** tab label. To view the labels of your project with the generated serial number, select **File** > **Print**. Select **Master Label Only**. Under **Number of Copies**, select **Sheets** and type **1** or more. Click **Print Preview**. Click **Next** and **Previous** to scroll through the labels and view the incremented serial number. Click **Close** to return to the **Design** screen or click **Print** to print the project.

Formatting Serial Numbers

To format serial numbers once they are generated, double-click the serial number field in the text object. Select **Format** > **Field Parameters** > **Serial Number**. Format as desired and click **OK**. For additional information on serial numbers, refer to the **DesignPro Help** file.

When formatting a serial number, you can also right-click a text object containing only a serial number field, to access **Field Parameters** > **Serial Number**.

Drawing Objects: Inserting Lines and Shapes

Use the drawing object tools to add lines, rectangles, ellipses and polygons to your design. Once a drawing object is created, the object is selected and ready for editing. For information on editing drawing objects, refer to **Editing Your Design**. To change the default settings for objects, refer to the **Customizing DesignPro Settings** section in **DesignPro Tools**.

To add a drawing object, click the corresponding button on the **Vertical** toolbar and follow the instructions below. You can also access the tools from the **Drawing** menu.

- **Draw Line** - Click this button and place the cursor where you want the line to begin. Click and drag to draw a line. Release the mouse. To create a straight horizontal or vertical line, hold down the **Shift** key while using this tool and drag in the desired direction.
- **Draw Rectangle** - Click this button and place the cursor where you want the rectangle to begin. Click and drag to draw a rectangle. Release the mouse. To create a square, hold down the **Shift** key while using this tool.

- **Draw Ellipse** - Click this button and place the cursor where you want the ellipse to begin. Click and drag to draw an ellipse. Release the mouse. To create a circle, hold down the **Shift** key while using this tool.

Quick Tip

To automatically create a pre-defined square or circle, click the **Draw Rectangle** or **Draw Ellipse** button and then click once on the label template. The object can be resized as desired.

- **Draw Polygon** - Click this button to create polygons, polylines or freehand lines. Click once on the label template to define the starting point. Each subsequent click defines another point of the polygon or line. Hold down the mouse continuously to draw a freehand line. Double-click to complete the object. If a fill color or fill pattern is selected, the start and end point are joined automatically and the object is filled with the defined color or pattern. If you do not want the object to close, change the **Fill Color** to **No Color** and the **Fill Pattern** to **No Fill Pattern**. For additional information, refer to the **Formatting Objects: Fills and Lines** section in **Editing Your Design**.

Graphic Objects: Inserting Images, Logos and Clipart

There are two ways to add images, logos or clipart to your design: selecting the **Images From File** or the **Clipart Gallery** tools.

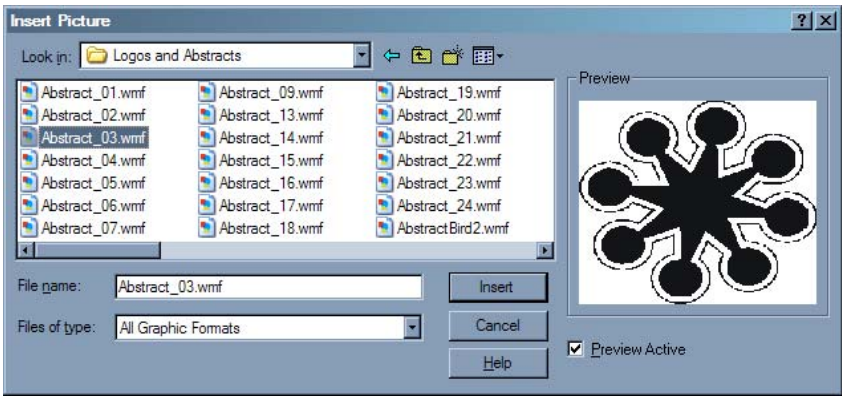
DesignPro supports the following graphic formats:

BMP - Windows Bitmap Format
WMF - Windows Metafile Format
TIF - Tagged Image File Format*
JPG - JPEG Format
PCX - PCX Format
EPS - Encapsulated Postscript Format
PCD - Kodak Photo CD Format
TGA - Truevision TARGA File Format
WPG - WordPerfect Graphic File Format
IMG - GEM Image File Format

*Only TIF files that do not use LZW-compression can be inserted.

Inserting Images From File

Select **Insert** > **Image From File** or click on the **Vertical** toolbar. The **Insert Picture** dialog box appears.



Under **Files of Type**, select **All Graphic Formats** or select the specific type of file you want to insert. Locate and select a personal image or select from the many images provided in DesignPro.

A **Preview** of the image will appear if the format of the selected file is supported. To add the image to your design, click **Insert**.

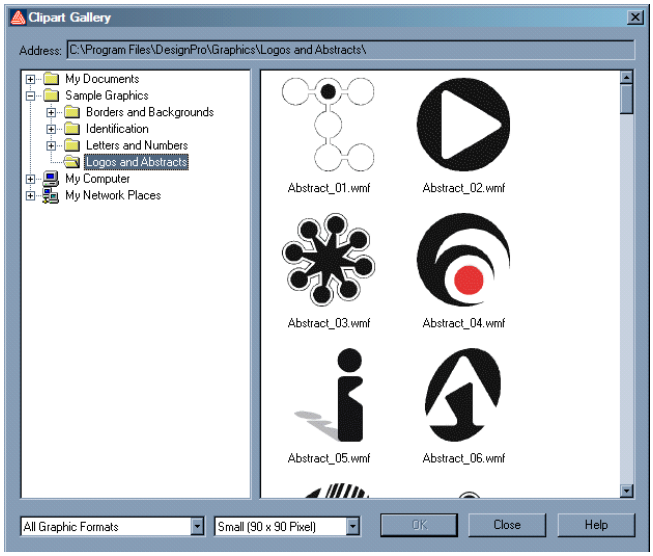
The **Design** screen appears. A graphic object containing your image, logo or clipart is inserted. If the original size of the image exceeds the size of the selected template, the image is automatically reduced to fit within the template.

Note

To resize an image or clipart and maintain the proportions (aspect ratio), click the graphic object. Hold down the **Shift** key and drag one of the object's corner handles. Release the mouse and the image or clipart is resized. To move an object, click and drag the object to a new location.

Inserting Images from the Clipart Gallery

To access the **Clipart Gallery**, select **Insert** > **Clipart Gallery** or click on the **Vertical** toolbar. The **Clipart Gallery** dialog box appears.



Note

If the clipart folders are not displayed the first time you use this feature, you selected an installation option that did not install the DesignPro graphics. You will need to insert the DesignPro CD and then select **Insert** > **Clipart Gallery**. If the startup window appears when you insert the CD, click **Exit**.

From the pull-down list boxes at the bottom of the dialog box:

- Select **All Graphic Formats** or select the specific type of file you want to insert.
- Select the thumbnail size for the preview; **Small**, **Medium** or **Large**.

Click on the preview to select an image. To add the clipart to your design, click **OK**.

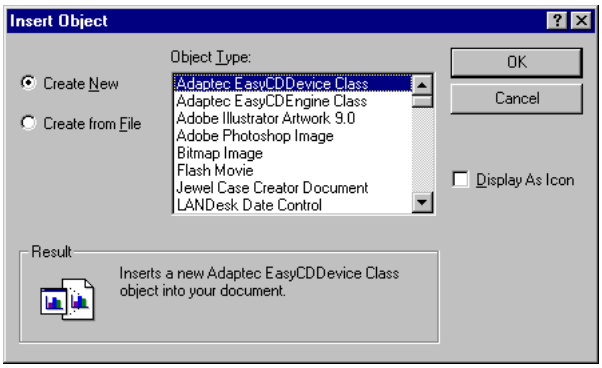
The **Design** screen appears. A graphic object containing your clipart is inserted. If the original size of the image exceeds the size of the selected template, the image is automatically reduced to fit within the template.

To resize an image or clipart and maintain the proportions (aspect ratio), click the graphic object. Hold down the **Shift** key and drag one of the object's corner handles. Release the mouse and the image or clipart is resized. To move an object, click and drag the object to a new location.

Inserting OLE Objects

DesignPro provides a tool for inserting embedded or linked (OLE - Object Linking & Embedding) objects from other OLE-capable programs such as Microsoft® PowerPoint®, CorelDraw®, Photo Paint®, Microsoft® Excel and Microsoft® Word. This gives you the features and design capabilities of the linked application within DesignPro.

To insert an OLE object, select **Insert** > **Object**. The **Insert Object** dialog box appears.



Click **Create New** to create a new OLE object, or click **Create from File** to create an OLE object from an existing file.

- If **Create New** is selected, a list of object types is displayed. Select the object type from the list. Click **Display As Icon** to display the object as an icon when inserted. If this is not selected the content of the object is displayed.

  Click **OK** to insert the object. You are still in DesignPro but have the features of the OLE-capable application. Create your object. When you have finished editing the OLE object, click on the DesignPro work area. The link to the OLE application is closed. The object can be moved and resized as desired. To edit the object again, double-click the object.

- If **Create from File** is selected, you can insert an object file directly from a specified directory. Locate and select the object file using the **Browse** button or by typing the name in the **File:** field.

If **Link** is selected, the file is inserted into your design as a link. Changes to the linked file affect the original file and vice versa. If **Link** is not selected, the object is embedded in your design. Changes to an embedded file have no affect on the original file and vice versa.

Click **OK** to insert the object. The object can be moved and resized as desired. To edit the object again, double-click the object.

Inserting and Creating Bar Codes

The following bar code types are available in DesignPro: EAN 8, EAN 13, EAN 128, Code 128 (Type A, B, C), Code 39, 2/5 Standard, 2/5 Interleaved, Codabar, UPC-A, UPC-E and Postnet. To change the default settings for the **Bar Code** tool, refer to the **Customizing DesignPro Settings** section in **DesignPro Tools**.

For detailed information about each type of bar code supported by DesignPro and for additional information on using this tool, refer to the **DesignPro Help** file.

If creating identical bar codes on all labels, insert the bar code object on the Master tab. To insert a bar code, select **Insert** > **Bar Code** or click on the **Vertical** toolbar. Place the cursor where you want the bar code to begin. Click and drag to draw a rectangle. Release the mouse.

Quick Tip

To automatically create a pre-defined bar code object, click the **Bar Code** button and then click once on the label template. Type the bar code information in the object. Click outside the object and the bar code appears.

Generating a Bar Code Using a Serial Number

To generate a bar code using a serial number, select the **Master** tab. Serial numbers can only be inserted on the **Master** tab. Insert and create the bar code object. Click in the bar code object and select **Insert** > **Serial Number** or click on the **Vertical** toolbar. Enter the settings in the **Serial Number** dialog box as desired. Click **Insert**. The serial number field has been entered in the bar code object. For more information on using serial numbers, refer to **Inserting and Generating Serial Numbers** in this section.

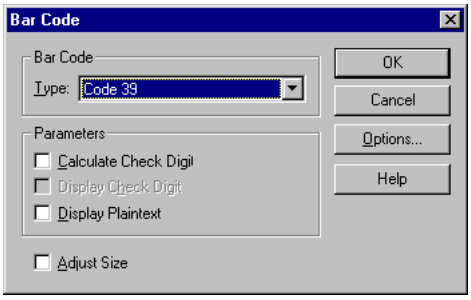
Formatting Bar Codes

To format the bar code, click on the bar code object to select it. Select **Format** > **Bar Code Parameters**. The **Bar Code** dialog box appears.

Quick Tip

You can also right-click a bar code object to access **Bar Code Parameters**.

- Select the bar code **Type** from the pull-down list box.
- The **Parameters** options allow you to calculate or display the check digits (not available in all bar code types) and to activate or deactivate the plaintext as required. For more information, refer to the **DesignPro Help** file.



- The **Adjust Size** option must be selected if you want to auto adjust the bar code size to the size of the bar code field. You can use this to make the bar code any size you want. However, when using this procedure, be aware that in some circumstances there may be problems with the readability of the bar code. We recommend that you perform extensive bar code reading tests before you apply the bar codes. If the **Adjust Size** option is not selected, the bar code size can be defined by clicking the **Options** button.

When all settings have been selected, click **OK**.

Note

Bar codes used in your DesignPro projects should be tested for readability. You should also obtain bar code requirements from the appropriate authorities to ensure you are creating the bar code to specification.

Editing Bar Code Content

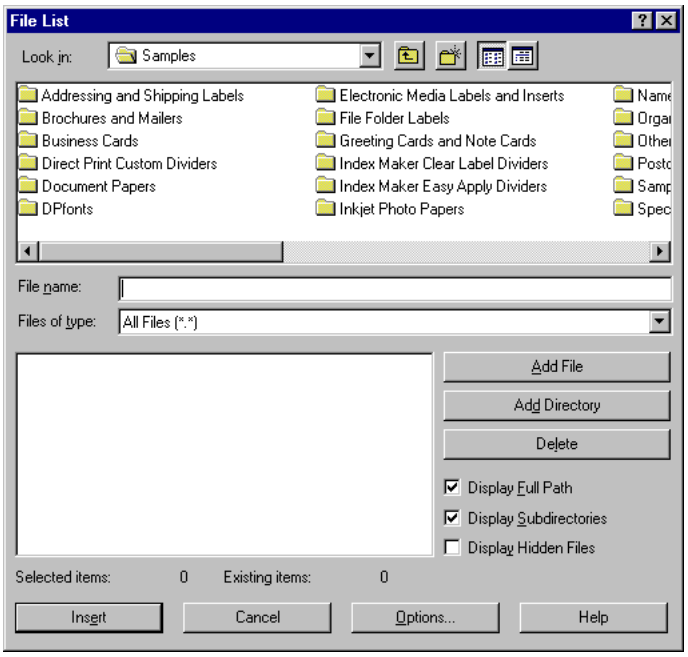
To edit the content of a bar code object, click in the object. Edit the content as desired.

To edit the content of a rotated bar code object, click in the object. It will temporarily rotate to the horizontal orientation for easy editing. Once you have made your changes, click outside of the object and it will return to the rotated position.

Inserting File Lists

Use this tool to create quick and easy media labels containing names of your computer files and directories. To add a list of file names and directories to your template, click inside a text object and position the cursor where the information is to be inserted. If a text object is not selected, one will automatically be created when the file list is inserted. Click **Insert** > **File**

List. The **File List** dialog box appears.



Locate and select the directory and file names which are to be inserted. For **Files of type**, select the file types to be displayed, either **All Files** or **DesignPro Documents**. Click on the files in the upper list to select them. You can select multiple directories or files from different directories.

To add a file to the list to be inserted, select the file and click **Add File**. The file appears in the lower list of the dialog box. To add an entire directory, select a directory folder and click **Add Directory**. All files in that folder will be added to the lower list. To delete a file in the lower list, select the file and click **Delete**.

The **Display Subdirectories** and **Display Hidden Files** options allow you to specify whether subdirectories and their contents and hidden files are to be added to the list. If choosing these options, they must be selected before adding a directory or hidden file to the lower list.

Select **Display Full Path** to display the complete path with drive information and directory name in the lower list. This option does not affect the appearance of the list when inserted. To change the appearance of the list when inserted, click **Options**. Select the type of file infor-

mation to be added to the directory such as **Name & Extension**, **Date & Time**, **Path**, **Size** and **Sort List**. These changes do not affect the appearance of the list in the dialog box but will affect the appearance of the list when inserted in the text object.

When all selections have been made, click **Insert** to insert the file names and directories into the text object. Edit and format the list as desired. The file list is inserted as text and will not be updated automatically.

For additional information, refer to the **DesignPro Help** file.

DesignPro® Working with Databases

Overview

In this chapter we will discuss how to use some of the powerful DesignPro mail merge and database features. These features help you manage and print addresses or other information quickly and easily onto Avery products.

With DesignPro, you can create a new database, use an existing database, convert and use a LabelPro database, or import a database created by another program. DesignPro creates database files in the dBASE III file format (*.dbf).

The database features will not be available unless the **Master** tab is active. Database fields can only be inserted on the **Master** tab.

Basic Database Concepts

Database - A collection of records. For example, your personal address book on your computer is a database.

Record - A group of information in a database. For example, one person's information in the address book database is a record.

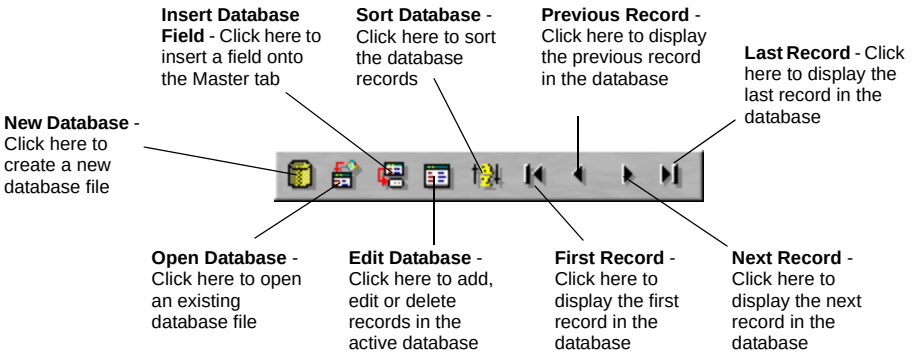
Field - Each separate component of a record. For example, the first name, last name or address of a person are separate fields within a record.

Filter - A selection of database records based on specific conditions. For example, the filter feature would allow you to select all records within a specified zip code.

Sort - The reorganization of database records by specific field names. For example, the sort feature would allow you to sort your address book database by last name, or city, or zip code, etc.

Database Tools

You can access DesignPro's database tools by selecting **Database** from the **Menu Bar** or by clicking the database buttons of the most frequently used commands on the **Advanced** toolbar.


Insert Database Field - Click here to insert a field onto the Master tab
Sort Database - Click here to sort the database records
Previous Record - Click here to display the previous record in the database
Last Record - Click here to display the last record in the database
New Database - Click here to create a new database file
Open Database - Click here to open an existing database file
Edit Database - Click here to add, edit or delete records in the active database
First Record - Click here to display the first record in the database
Next Record - Click here to display the next record in the database

Creating a New Database

Follow the steps below to create a new database. The database will be saved in dBASE III file format (*.dbf). For additional help in creating a database, refer to **Lesson 2 - Creating a Database and Mail Merge**.

Note

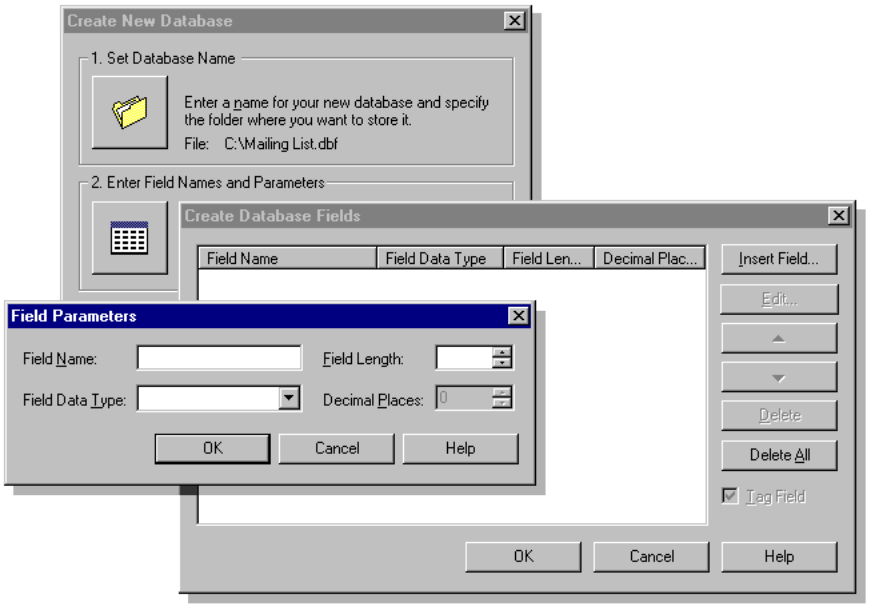
Database fields can only be inserted on the **Master** tab.

1. A project must be open and the **Master** tab must be active or the database tools will not be available.

2. Select **Database** > **New**. The **Create New Database** dialog box appears.

3. Click **1. Set Database Name**. The **Save dBASE Database As** dialog box appears. Select or create the directory where the file is to be saved, name the file, and click **Save**.

4. Click **2. Enter Field Names and Parameters**. The **Create Database Fields** dialog box appears.



5. Click **Insert Field**. The **Field Parameters** dialog box appears. Type the **Field Name**, **Field Length** and **Field Data Type**. (At least one field must be created to generate a database.)

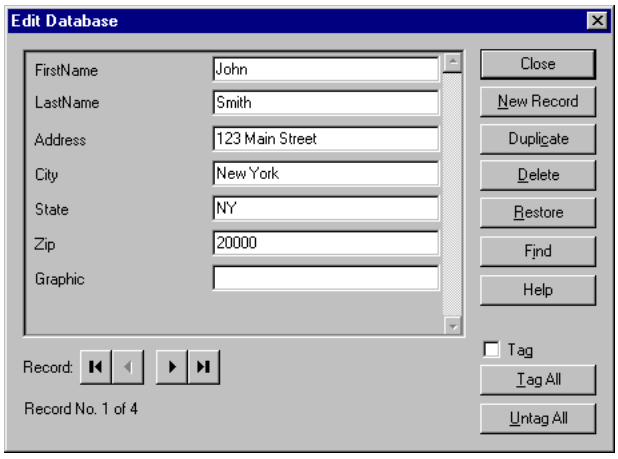
- **Field Name** - Type the name of the field to be added (name, address, etc.). The field name can be a maximum of 10 characters in length.
- **Field Length** - Type the length of the field here. The maximum field length allowed is 255 characters. If you insert a date field, the field length is automatically set to 8.
- **Field Data Type** - Select the field data type you want. DesignPro supports the following dBASE data types: **Text**, **Integer**, **Floating Point Number**, **Date**, and **Decimal Places**. For further information, refer to the **DesignPro Help** file.

6. Click **OK** when finished entering the **Field Parameters**. The new field is displayed in the list. Continue inserting and naming fields, as desired.

7. When all fields have been entered, click **OK**.

8. Click **3. Enter Data**. The **Edit Database** dialog box appears.

9. Type text in each text field. Use **Enter** or **Tab** to move to the next field. Click **New Record** to move to the next new record. The database entries are automatically saved each time you move between records.



10. Click **Close** when input is complete. The **Insert Field** dialog box appears. Select a field to be inserted onto your Avery product and click **Insert**. Continue inserting the remaining fields, as desired. Click **Close** when finished. For additional information, refer to the **Merging Information onto Your Avery Product** in this section.

Opening an Existing Database

In this section we will open an existing database file created by DesignPro and other programs. DesignPro creates and uses dBASE III (*.dbf) database files. The following file formats are also supported: Microsoft® Excel, Microsoft® Access, FoxPro®, Text, Paradox®, Oracle® and SQL-Server®. DesignPro can also convert and use Avery® LabelPro® files. For additional information, refer to the **DesignPro Help** files.

Opening DesignPro and Other dBASE III Databases

1. A project must be open and the **Master** tab must be active or the database tools will not be available.

2. Select **Database** > **Open**. Click **Open a dBASE III Database**.

3. Locate and select your dBASE III (*.dbf) file on your computer and click **Open**. The database file is now linked to your current project. For additional information, refer to the **Merging Information onto Your Avery Product** in this section.

Opening Databases Created in Other Programs

As mentioned above, several file formats created by other programs can be imported into DesignPro. DesignPro supports current database systems with the ODBC standard. To import various database formats, the ODBC drivers must be installed. For additional information, refer to the **DesignPro Help** file.

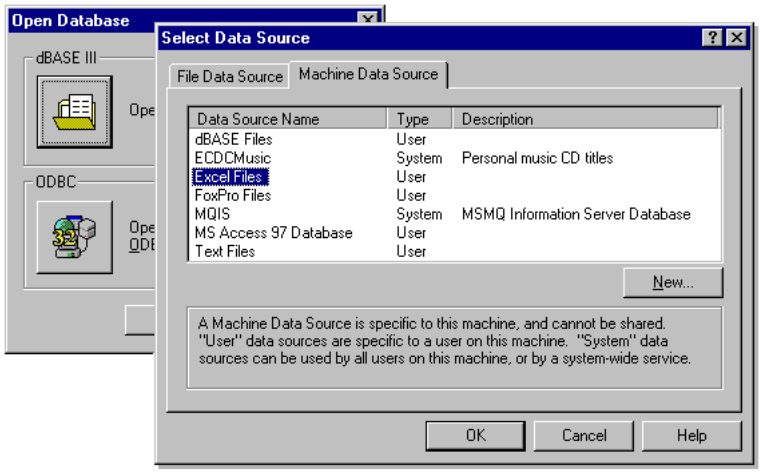
To illustrate the procedure, we will show you how to link a Microsoft® Excel database to your project.

1. A project must be open and the **Master** tab must be active or the database tools will not be available.

2. Select **Database** > **Open** to import data from an existing database. The **Open Database** dialog box appears.

3. Select **Open an External Database via ODBC**. The **Select Data Source** dialog box appears.

4. Select the **Machine Data Source** tab. A list with the data source names (DSN) appears depending on the ODBC drivers installed.



5. Select the data source that is desired and click **OK**.

6. A dialog box will appear to select a file. If the database file contains several tables/files, a prompt will appear to select the required table. When finished with your selections, the database is linked to your project. For additional information, refer to the **Merging Information onto Your Avery Product** in this section.

Merging Information onto Your Avery Product

Once a database is linked to your project, the next step is to insert fields onto the **Master** tab to complete the merge process. Fields can be inserted in a text or round text object.

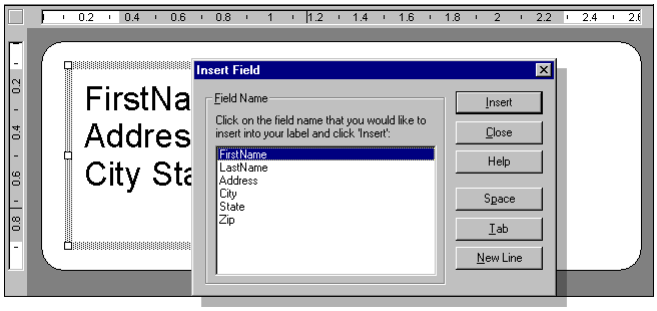
1. To merge database information, a project and database must be open and the **Master** tab must be active. If a text object is not selected, one will be created when the first field is inserted. For additional help on inserting fields, refer to **Chapter X**, **Lesson 2**.

2. Select **Database** > **Insert Field** or click on the **Advanced** toolbar. The **Insert Field** dialog box appears and a **Field Name** list is displayed.

3. Select the first field to be inserted on the label and click **Insert**.

4. The field is inserted in the selected text object at the cursor position. If no text object was selected, a new text object is created and the field inserted.

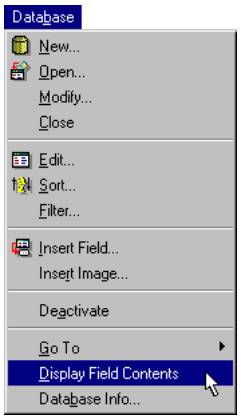
5. Continue inserting fields, as desired. Add spaces, tabs and new lines to your design by clicking the appropriate button on the **Insert Field** dialog box.



6. Click **Close** when all fields have been inserted, and format the fields as desired.

Displaying Field Contents and Navigating Between Records

After inserting field names onto the **Master** tab, view the actual database content associated with the field names by selecting **Database** > **Display Field Contents**. The field contents will now appear on the **Master** tab.



Select **Database** > **Go To** or click the database navigation buttons to move between and display the field contents of different records in the linked database. You can navigate to the **First Record**, **Previous Record**, **Next Record** or **Last Record**.

If a filter is activated, only the records corresponding to the filter are displayed. If you have sorted the database, the records are displayed in the specified sort order.

Selecting **File** > **Print Preview** always displays the project with the field and record content.

Modifying Fields

Select **Database** > **Modify** to make changes and additions to the field names, field lengths and field data types of an existing database. For **Field Parameter** descriptions refer to step 5 of the **Creating a New Database** section in this chapter. The **Modify Database** dialog box appears:

- To add a new field - Click **Insert Field** to insert a new field and set its parameters in the **Field Parameters** dialog box.
- To modify an existing field - Select the field name in the list and click **Edit** to change the field parameters.
- To rearrange field order - Select a field name in the list. Use the up and down arrow buttons to move the field up or down in the list. The buttons are only enabled when the list contains at least two fields with one field selected.
- To delete field(s) - Select a field name in the list and click **Delete** to delete the field. Click **Delete All** to delete all fields. Deleting a field also deletes any data contained in this field.
- To Tag a field - Check the **Tag Field** checkbox to tag a field in the database. Tagged fields can be used as a filter condition when sorting a database. This feature is only available in dBASE III databases.

Editing Records

Select **Database** > **Edit** or click on the **Advanced** toolbar to edit and browse the records in a database. The **Edit Database** dialog box appears.

- The records of the currently open database are displayed. You can edit, insert or delete records.
- Move between records using the navigation buttons on the **Advanced** toolbar.
- If a filter is active in the database, only the records matching the filter conditions will be displayed.
- The format of the entered data depends on the field data type selected. To change the format, refer to the **Modifying Fields** section in this chapter.
- The format for the output of **Date and Time Format**, **Bar Code Type** and **Measurement Unit** data depends on the selected settings on the **General** tab of **Tools** > **Options**. For additional information, refer to the **Customizing DesignPro Settings** section in **DesignPro Tools**.
- The entered or modified data is automatically saved each time you move between records. You cannot restore the previous data once the new data is saved.
- The **Record Number** shows the number of the current record and the total number of records in the dBASE database. If a filter is active in the database, only the number of records matching the filter conditions are shown.
- Records contained in ODBC-text databases cannot be edited or deleted. The input fields in the **Edit Database** dialog box are deactivated. However, new records may be added.

The following commands are available in the Edit Database dialog box:

Close - Closes the dialog box and accept the changes.

New Record - Inserts a new record.

Delete - Deletes the current record.

Restore - Cancels the changes to the current record.

Find - Opens the **Search Database** dialog box. Click **Help** on the **Search Database** dialog box for additional information.

Additional commands which are only available for dBASE databases:

Duplicate - Inserts a copy of the current record at the end of the database.

Tag - Adds a tag to the current record.

Tag All - Tags all current records.

Untag All - Untags all current records.

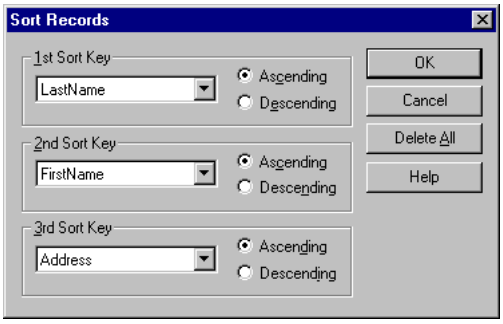
Sorting Records

Select **Database** > **Sort** or click on the **Advanced** toolbar to sort the records in a database. At the **Sort Records** dialog box, sort the database by field names.

Under **1st Sort Key**, select your first sort field from the list of field names. Select ascending or descending order. Enter **2nd** and/or **3rd Sort Key** settings, if desired.

Click **OK** when finished entering your sort settings to sort the database. Click **Cancel** to close the dialog box without sorting.

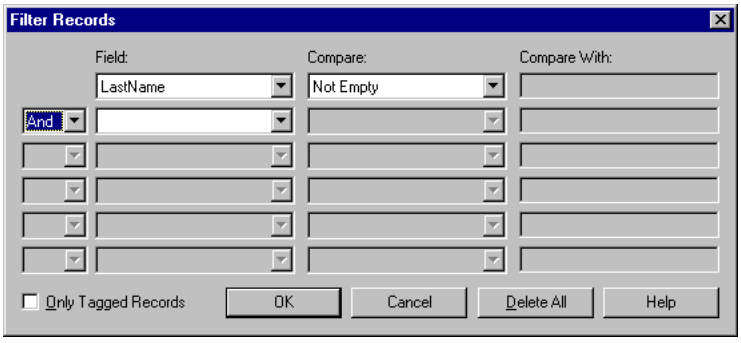
Click **Delete All** to delete the settings of all the sort keys. Enter new settings if desired.



Filtering and Selecting from a Database

The filter command creates a sub-set of records based on specific conditions. For example, use this feature to select all records within a specified zip code. Use the filter command to search for a group of records that meet specific criteria.

Select **Database** > **Filter**. The **Filter Records** dialog box appears.



DesignPro allows you to specify the conditions to query a database by allowing you to select single or multiple filtering criteria. The selected filter criteria is stored with the database, so the query may be repeated later, if needed. Filter conditions will also remain active until you deactivate them, or until the document is closed. To deactivate the conditions use the **Delete All** button described below.

Filters can be very useful when printing or when moving between records, since only records that match the filter criteria are available. The following criteria can be enabled to filter records:

- **Field** - Select fields for which you want to define filter conditions.
- **Compare** - Select an operator from the list and determine the way in which you would like to perform the query.
- **Compare With** - Type the condition or value with which the field content is to be compared. You can use wildcards if the field contains data of the data type **Text**. This option does not exist for comparisons with other data types. The wildcards are different for ODBC and dBASE databases but correspond to the usual characters in each case. For further information, refer to the **DesignPro Help** file.
- **And/Or** - Select **And** or **Or** to link the conditions between different fields.
- **Only Tagged Records** - Select all records which match the filter conditions AND are tagged (available only for dBASE databases containing a tag field).
- **OK** - Closes the dialog box and starts the query.
- **Cancel** - Closes the dialog box without filtering.
- **Delete All** - Deletes all filter settings.

If no record matches the filter conditions then no records will be displayed in the **Edit Database** dialog box and the fields of the record will appear empty.

Displaying Database Information

Select **Database** > **Database Info** to display the **Database Information** dialog box. For a **dBASE** database, the following information is displayed.

- **File** - Path and name of the currently open database file.
- **Status** - Database is linked or not linked.
- **Total Number of Records** - Total number of records in the dBASE database including all deleted records before compression of the database.
- **Number of Active Records** - Number of available records (matching the filter conditions).
- **Compress Database** - Removes deleted records from the dBASE database.

For an **ODBC** database the following information is displayed:

- **Data Source** - Name of the database.

- **File** - Path and name of the currently opened database file.
- **Type** - Database type.
- **Table** - Name of the currently used table within the database.
- **Status** - Database is linked or not linked.

Updating Fields

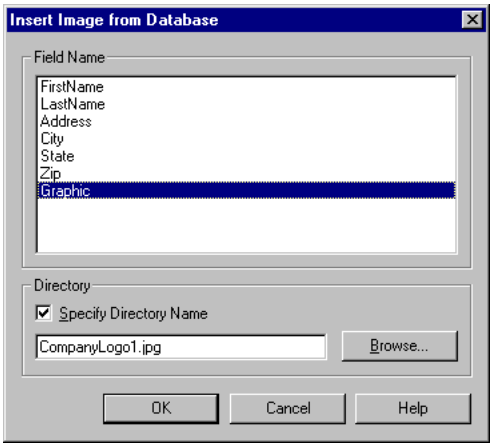
Select **View** > **Update Fields** to manually update fields. All fields, not just those currently selected, are updated within the project. This function can be used to update the date, time or database fields.

Inserting an Image from a Database

Select **Database** > **Insert Image** to insert an image from the active database onto the **Master** label. The name of the graphics file and, if necessary, the path are transferred from the selected field of the open database.

Since every record can contain a different graphics file, you can create similarly formatted labels with different graphics.

1. Select **Database** > **Insert Image**. The **Insert Image from Database** dialog box appears. A list of the field names of a record of the currently open database is displayed.

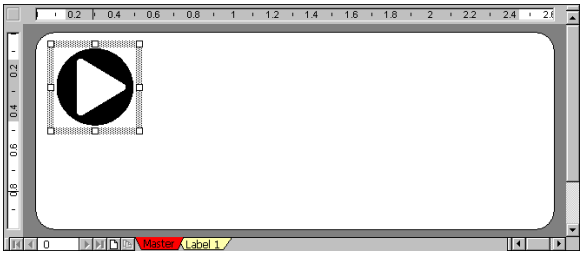


2. Select the field that contains the graphics specifications.

- The name of the graphics file complete with its file extension must be in the appropriate field of the record.
- The details of the path can either be in the record, which is useful if the pictures are located in different directories, or the path must be set in the **Text/Picture** tab under **Properties**, in the **Format** menu.
- If the path is not in the record, you can add the path by activating the **Specify Directory Name** checkbox.
- You can search for the corresponding directory that contains the pictures using the **Browse** button.

3. Click **OK**.

- The picture is inserted in the upper left corner of the label.



The inserted picture can be resized as desired. Since the field with the picture is inserted on the **Master** tab, the size of the field remains the same, irrespective of the size of the picture inserted from the database. This may cause distortion if pictures of different sizes are inserted.

If a picture cannot be inserted from a database, for example, if the path or file cannot be found, a blue, diagonal cross appears.

When inserting metafiles (*.wmf) from a database, please note that metafiles cannot be rotated. If, for example both bitmaps and metafiles are inserted from one database, and they are rotated, only the bitmaps will be rotated.

Designing Database Fields as Bar Codes

If you want to create bar codes using a database field, follow these steps. The **Master** tab must be selected.

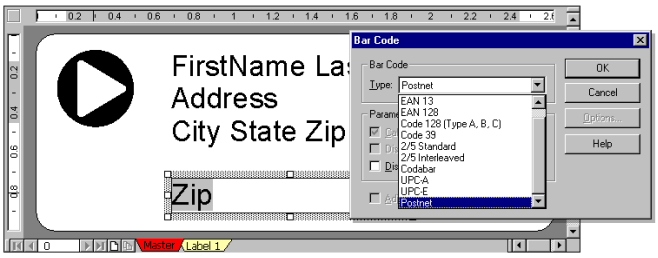
1. With the **Master** tab active, select **Insert** > **Bar Code** or click on the **Vertical** toolbar. The cross-hair mouse pointer is activated.

2. Move the mouse pointer to the position where you wish to insert a bar code. Single click the left mouse button to open the bar code object with an automatically defined size which you can move and size later.

3. With the new bar code object created and selected, select **Database** > **Insert Field**.

4. Select the field name that contains the coded information and click **Insert**. Click **Close**. The field name appears in the bar code object.

5. Select **Format** > **Bar Code Parameters** to define the bar code settings. Once you have defined the settings click **OK**.



For detailed information about the types of bar codes supported by DesignPro, refer to the **DesignPro Help** file.

6. Click outside the bar code object to deselect it. The bar code of the first record appears on the **Master** tab.

7. To view fields and move between records on the **Master** tab, select the bar code object. Select **Database** > **Display Field Contents**. Then, select **Database** > **Go To** or click the navigation buttons on the **Advanced** toolbar.

If you want to code a serial number field instead of a database field, follow the same steps as for database fields. However, instead of selecting **Database** > **Insert Field**, select **Insert** > **Serial Number**. Define the serial number type, range, and value in the **Serial Number** dialog box, then click **Insert**.

Closing or Deactivating a Database

Select **Database** > **Close** to temporarily unlink your project with the active database. To restore the link of the database to your project select **Database** > **Restore Connection**. To permanently remove the link of your project with a database select **Database** > **Deactivate**. If

you use the **Deactivate** command and then decide to relink the database you will need to open the database again by selecting **Database** > **Open**.

DesignPro® Saving and Printing Your Project

Overview

In this chapter we will discuss how to save a new project, resave or rename an existing project and print various types of projects.

Saving a New Project

There are three ways to save a new project. The first time a project is saved the **Save As** dialog box appears. Use one of the following options to save a new project:

- From the **Design** screen, select **File** > **Save** or press **Ctrl+S** on the keyboard.
- From the **Design** screen, click the **Save** button on the **Standard** toolbar.
- From the **Design** screen, select **File** > **Save As**.

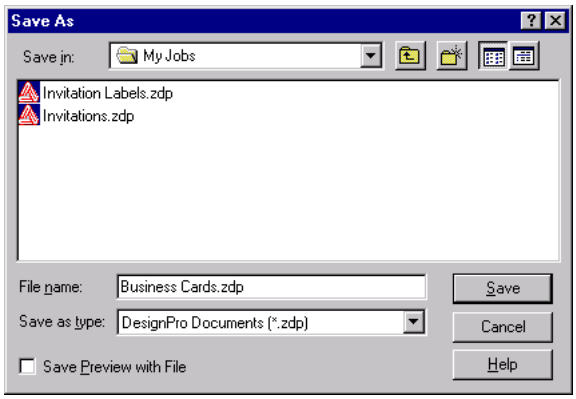
The Save As Dialog Box

Save in - Select the desired location on your computer where the project is to be saved.

File name - Type a project name. If a project is being saved for the first time, DesignPro suggests a name.

Save as type - DesignPro automatically adds the .zdp extension to a project file name.

Save Preview with File - If this option is selected, a preview of the project will be saved with the file.



Type the project name and save it to the desired location on your computer. The project is saved with the DesignPro .zdp extension.

Resaving or Renaming an Existing Project

To resave a project as you work, select **File** > **Save** or click on the **Standard** toolbar. The existing project is overwritten by the latest version. It is always a good idea to save your work frequently.

You can also resave a file while you work by pressing **Ctrl+S** on the keyboard.

To resave a project with a new name select **File** > **Save As**. This is important if you want the original project to remain unaltered. The **Save As** dialog box appears. Rename the project and save it to the desired location. The new project is open and active. The original project is closed and unaltered.

Printing Your Project

1. If printing a specific **Label** tab only, be sure that tab is selected and active before selecting the **Print** option.

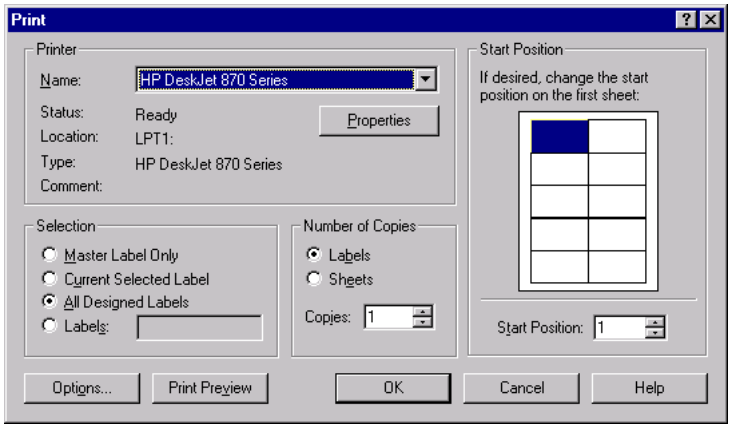
2. When ready to print, select **File** > **Print** or click on the **Standard** toolbar.

3. The **Print** dialog box appears. In this dialog box you can select, the printer, labels to be printed, number of copies, start position on the sheet and additional print options. Review **The Print Dialog Box** section below and enter the desired settings.

4. Click **Print Preview** to view the project before printing. Click **Close** to return to the **Design** screen to make any necessary adjustments to your design or click **Print** to return to the **Print** dialog box, then click **OK** to print.

The term label is used throughout the DesignPro software and this manual when referring to a variety of Avery products. Label may represent card products, name badges, dividers or any Avery printable products.

The Print Dialog Box



Printer - Select your printer from the pull-down list box. Click **Properties** to check or change the printer settings.

Selection - Choose one of the following options:

- **Master Label Only** - Prints the **Master** tab design only. Select this option if you want to print identical labels designed on the **Master** tab, or to print database projects or projects with serial number fields.
- **Current Selected Label** - Prints the active label only.
- **All Designed Labels** - Prints all designed labels in your project.
- **Labels** - Identifies and prints specific labels. Type the **Label** tab number, not the tab name, in the field provided. For a continuous number of labels type the **Label** tab start and end numbers separated by a dash. For example, type **3-8** to print **Label** tabs 3 through 8. To select a non-continuous number of labels, type the single numbers separated by semicolons. For example, type **1;5;9** to print **Label** tabs 1, 5 and 9.

Number of Copies - Choose one of the following options:

- Select **Labels** and type the number of copies of each selected label to print.
- Or select **Sheets** and type the number of sheets of the selected labels to print. Printing stops when the last sheet is full, regardless of the start position. For example, if you type **2** in the **Copies** field and select a start position half-way down the first page, only one and one-half sheets are printed. This option is not available when printing a project with a database.

Start Position - Define the position on the sheet where the printing is to begin by clicking the **Start Position** on the preview or by typing a **Start Position** number. When you open the **Print** dialog box, the start position of the previous print job is remembered. Be sure to select a new **Start Position**, if necessary.

Options - Opens the **Print Options** dialog box for additional printing selections. For more information, refer to **The Print Options Dialog Box** in this section.

Printing Identical Labels

1. On the **Design** screen, select the label to be printed by clicking the tab to make it active.

2. Select **File** > **Print** or click on the **Standard** toolbar. The **Print** dialog box appears.

3. Select your **Printer** from the pull-down list box. Click **Properties** to check or change the printer settings.

4. Select **Master Label Only** to print the **Master** tab design only, otherwise select **Current Selected Label**.

5. For **Number of Copies** select either **Labels** or **Sheets**. Type the number of copies to print for each label or sheet. For example, 10 identical labels or 5 sheets of identical labels.

6. Click a **Start Position** on the label preview or type a start position number.

7. Click **Print Preview** to view the labels before printing.

8. Click **Close** to return to the **Design** screen to make any necessary adjustments to your design or click **Print** to return to the **Print** dialog box, then click **OK** to print.

Printing Different Labels

1. Select **File** > **Print** or click on the **Standard** toolbar. The **Print** dialog box appears.

2. Select your **Printer** from the pull-down list box. Click **Properties** to check or change the printer settings.

3. Select **All Designed Labels** to print the entire project of different labels or select **Labels** to identify and print specific labels in your project.

4. For **Number of Copies** select either **Labels** or **Sheets**. Type the number of copies to print for each label or sheet. For example, 3 copies of each label or 3 sheets of the selected labels.

5. Click a **Start Position** on the label preview or type a start position number.

6. Click **Print Preview** to view the labels before printing.

7. Click **Close** to return to the **Design** screen to make any necessary adjustments to your design or click **Print** to return to the **Print** dialog box, then click **OK** to print.

Printing to the Edge

If you are using a product that supports printing to the edge, do the following to ensure full coverage of the label.

1. On the **Design** screen, select **Tools** > **Options** > **Objects** tab.

2. Enter a **Bleeding** value of at least .125” or .25” (or 3 mm to 6 mm). An object will overlap the label template by the entered value when using the **Size To Template** or **Set As Background** commands.

3. Click **OK**.

4. Insert and select the graphic you want for the background image. If you want the same background to appear on all labels, insert the background image on the **Master** tab.

5. Select **Layout** > **Size to Template**. The image fills the label and overlaps the label template by the bleeding value.

6. Finish designing the labels.

7. When ready to print, select **File** > **Print**.

8. Enter the desired settings in the **Print** dialog box.

9. Click **Print Preview** to view the labels before printing.

10. Click **Close** to return to the **Design** screen to make any necessary adjustments to your design or click **Print** to return to the **Print** dialog box, then click **OK** to print.

You can also ensure full coverage of the label by manually resizing objects to extend at least .125” or .25” (or 3 mm to 6 mm) beyond the edge of the label template.

Printing Projects with Database Fields

Once you have inserted database fields on the **Master** tab and designed the **Master** tab label, you are ready to print the database information onto your Avery product. For additional information on preparing a database project, refer to **Lesson 2 - Creating a Database and Mail Merge**.

1. In the **Print** dialog box, select your printer. Click **Properties** to check or change the printer settings.

2. Select **Master Label Only**. For **Number of Copies**, **Labels** is selected by default. Enter the number of copies to print for each label (record).

3. Click a **Start Position** on the label preview or type a start position number.

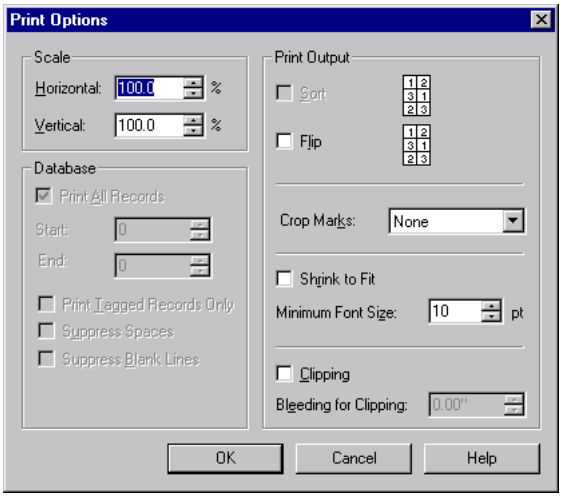
4. For additional print selections, click **Options**. Enter the settings as desired and click **OK**. For more information on the additional selections, refer to **The Print Options Dialog Box** section in this chapter.

5. In the **Print** dialog box, click **Print Preview** to view the labels before printing.

6. Click **Close** to return to the **Design** screen to make any necessary adjustments to your design or click **Print** to return to the **Print** dialog box, then click **OK** to print.

The Print Options Dialog Box

This **Print Options** dialog box provides additional print options for the selected labels.



Scale - This option allows you to scale the print image. When printing a large quantity of labels at the same time, the output may shift slightly. The inaccuracy in the printout can be corrected by adjusting the **Horizontal** and **Vertical** scale values in small increments. Changing the values in the range of 95 to 105% is generally sufficient. The change will not be visible in the **Print Preview**. Changing the scale values can result in slight changes to the design layout, particularly text. The changed values are saved and remembered when you reopen the project.

Database - These options are only available if a database is open.

- **Print All Records** - Prints all records of the database. To enter and print a specific range of records only, uncheck **Print All Records** and type a **Start** and **End** record number.
- **Print Tagged Records Only** - Prints only the records that have the **Tag** field selected. Only the records that match the filter, if applied, *and* are tagged will print.
- **Suppress Spaces** - Ignores any blank spaces following an empty database field.
- **Suppress Blank Lines** - Ignores any lines containing blank database fields.

Sort - This option is available if you are printing more than one label and the labels have different designs. If these conditions are met, two sort options are available: All multiple copies of the same label grouped together (111, 222, 333) or grouped in sets (123, 123, 123).

Flip - This option flips the printout. This option is useful for creating printouts that will be transferred such as iron-on T-shirt transfers or for items viewed in reverse such as decals. Bar codes and OLE objects cannot be printed as mirror images. If a metafile (*.wmf) graphic image contains a bitmap, the metafile cannot be printed as a mirror image.

Crop Marks - When selected, crop marks are printed on the template margin. Select a crop mark type from the pull-down list box. Crop marks are not visible in the **Print Preview**.

Shrink to Fit - When selected, this option shrinks database field text to prevent line breaks from occurring when the text is too long. When you activate this option, the point size for records that are “too long” is reduced until line breaks are no longer necessary. Specify a **Minimum Font Size** in the field provided. The font will not be reduced below the minimum size specified.

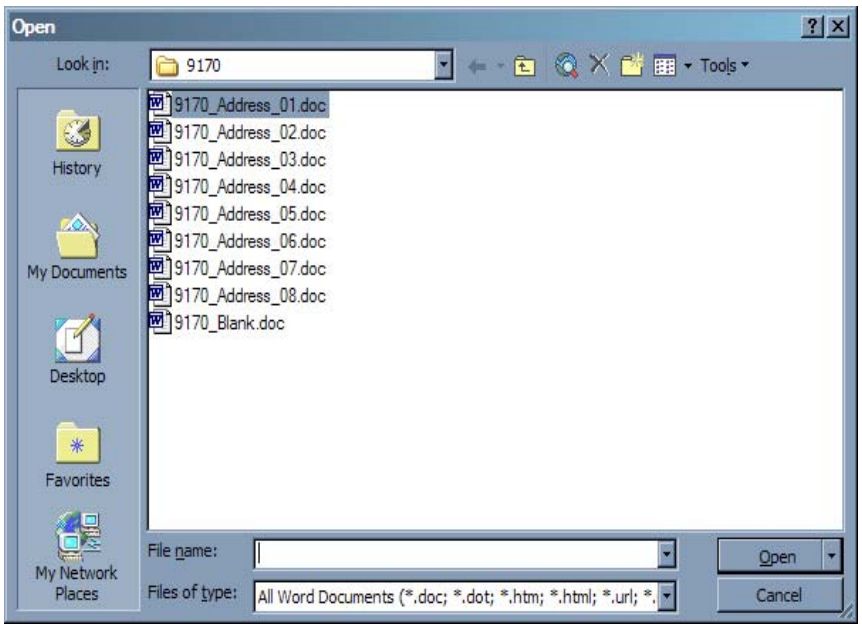
Clipping - When selected, portions of the design elements that lie outside the label template are not printed. Select this option if your design has objects extending beyond the label template or if the label template contains “knock-out” areas such as the center hole of a CD/DVD label. This option can save printing time and ink.

Bleeding for Clipping - This option becomes available when **Clipping** is selected. The value entered defines the clipped area outside the label template. Any objects in your design that are placed beyond the edge of the label template will be clipped to the value entered. If printing to the edge of the label, the clipping value should be at least .125” or .25” (or 3 mm to 6 mm) to ensure full coverage of the label.

Chapter 4: Select, Design & Print Personal Label Printer Labels in Microsoft® Word

In this example, you will select an Avery® Personal Label Printer address label and input text directly on to the label. For the label selection you will use Avery address label 9170. You can substitute this label for any Avery® Personal Label Printer label product of your choice.

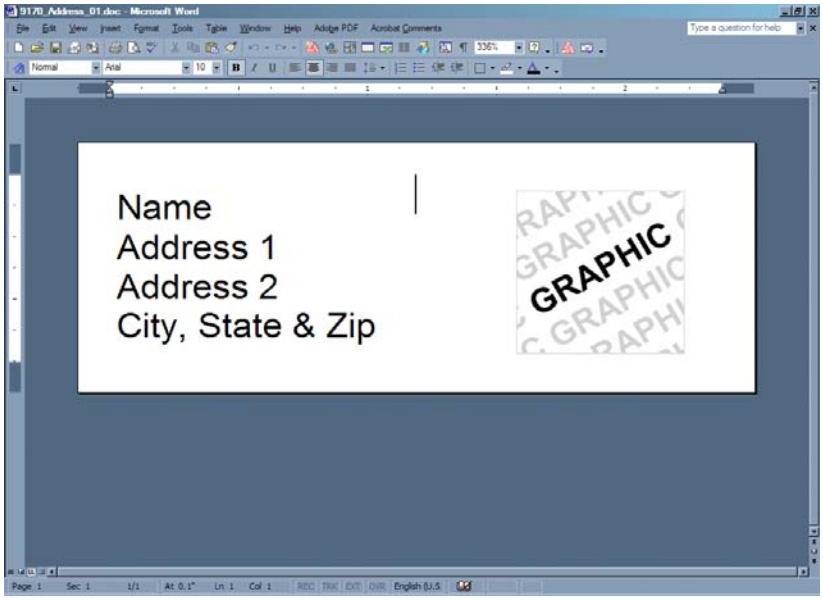
1. Select **File** > **Open** > **My Documents** > **Avery Templates**. Double click the **9170** folder.



2. Select **9170_Address_01**. Click **Open**.

Note

If the label is designed to accommodate a return address and shipping address, type the return address, press **Enter** a few times, as appropriate for the label size, then type the shipping address.



3. Select the **Name**, **Address 1**, **Address 2**, **City, State & Zip** text and type your address information. Format the text as desired.

Note

To add graphics using text boxes, refer to **Use Text Boxes and Graphics in Microsoft Word**.

4. Select **File** > **Save**. Navigate to the drive and folder where the label project is to be saved.

5. Type the **File name** and click **Save**.

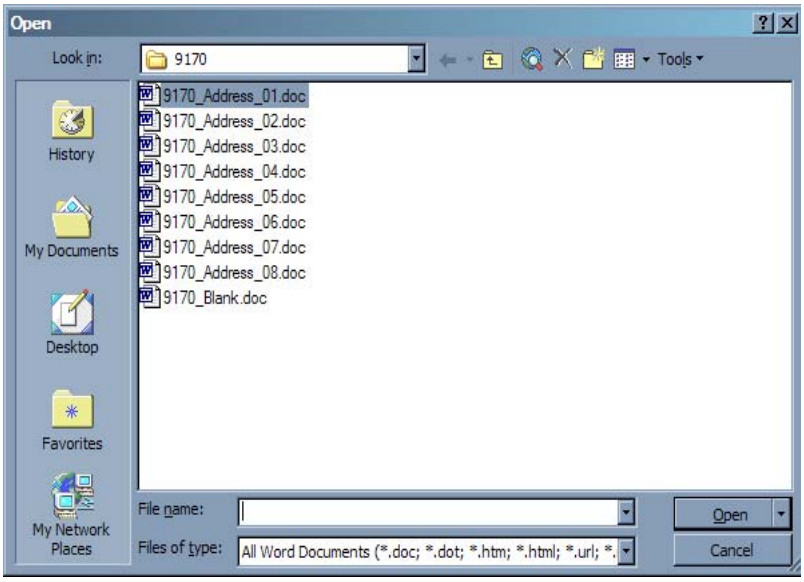
6. Select **File** > **Print**. Change the **Printer Name** to **Personal Label Printer** from the drop down list.

7. Click **OK** to print the label.

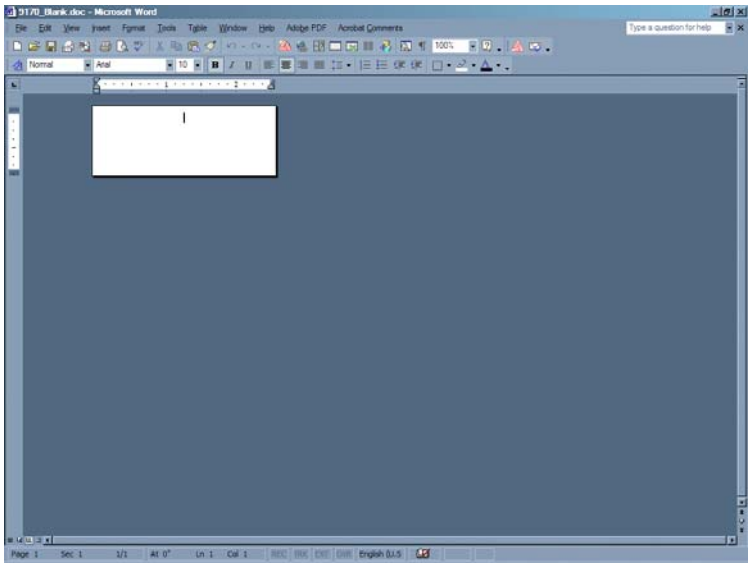
Merge Mailing Labels with an Existing Database

In this example, you will use an existing list of names and addresses and merge them to Avery® Personal Label Printer address labels. For the label selection use Avery address label 9170. You can substitute these labels for any Avery® Personal Label Printer label product of your choice.

1. Select **File** > **Open** > **My Documents** > **Avery Templates**. Double click the **9170** folder.



2. Select **9170_Blank**. Click **Open**.



3. Increase the **Zoom** to **200**.

4. Select **View** > **Toolbars** > **Mail Merge** for Microsoft® Word 2003 & 2002 or select **View** > **Toolbars** > **Database** for Microsoft® Word 2000 & 97.

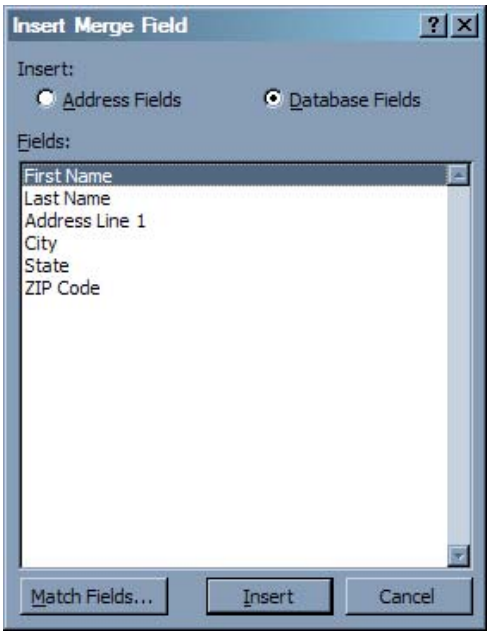
Note

The remaining steps will vary for the Microsoft® Word 2000 and 97.

5. Click **Open Data Source** on the **Mail Merge** toolbar.

6. From the **Select Data Source** dialog box, select an existing database file and click **Open**.

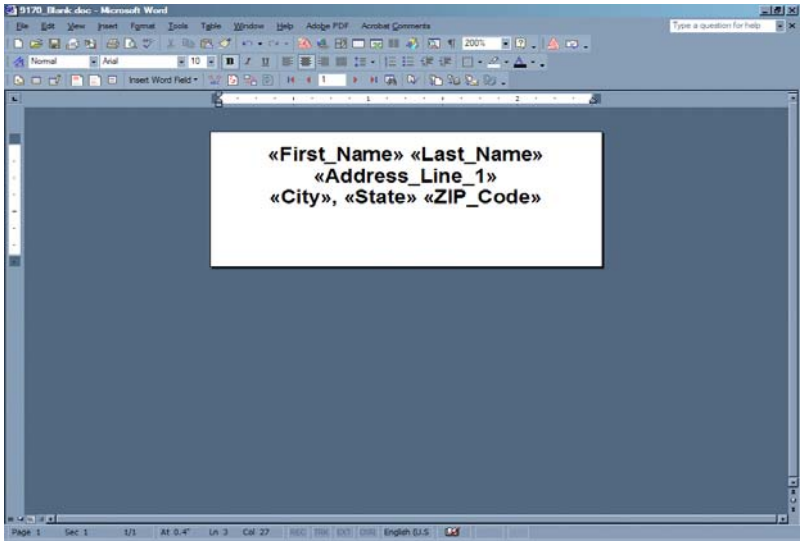
7. Click **Insert Merge Fields** on the **Mail Merge** toolbar.



8. To insert a merge field name, select the merge field name, click **Insert** then click **Close**. Insert the desired merge field names on the label similar to the following:

Quick Tip

Insert all the desired merge field names then click **Close** to return to the label design. Add the needed returns, spaces and punctuation on the label.



9. Format the merge field names as desired.

10. To view the merged names and address, click the **View Merged Data** button the the **Mail Merge** toolbar.

11. Click the **Next Record** button to navigate through the merged names and addresses.

12. Select **File** > **Save**. Navigate to the drive and folder where the label project is to be saved.

13. Type the **File name** and click **Save**.

14. Select **File** > **Print**. Change the **Printer Name** to **Personal Label Printer** from the drop down list.

15. Click **OK** to print the label.

Use Text Boxes and Graphics in Microsoft® Word

You may prefer to design your labels using text boxes. Text boxes allow more flexibility when working with graphics, such as a company logo. A few of the Microsoft® Word text box features are included here. For more information on using text boxes, refer to the **Help** file or the Microsoft® Word manual.

Once you have created the label document, text boxes may be inserted for the company logo, return address, shipping address and/or other graphics. You can type and format text or insert clip art or graphics into a text box.

1. To insert a text box, click in the label and select **Insert** > **Text Box**.

2. A pre-designed box appears with the text *Create Your Drawing Here*. This will disappear as you work with the text box.

The actual text box may appear within the first box, which is the **Drawing Canvas**. The **Drawing Canvas** may not always appear on the screen while you are working with the text box. The **Drawing Canvas** has "L" shaped sizing bars in all four corners and sizing bars on each side of the drawing canvas.

3. Click inside the box to type in text or insert graphics. To insert graphics, select **Insert** > **Picture**. Select **Clip Art** or select **From File** to locate a stored graphic, such as a company logo. If you selected **Clip Art**, click **Clip Organizer** from the **Insert Clip Art Task Pane**. Change the directory if necessary to locate a graphic file or clip art.

4. To select a clip art image, point to the image and click the down arrow to the right of the image. Select **Copy**. Close the **Clip Organizer**. Select **Yes** to keep the image in the clipboard.

5. Select **Edit** > **Paste** to insert the clip art image in the text box. Size the image within the text box if necessary. Click the image, and then click one of the handles on the image frame. The cursor will change to a **two-arrow** pointer. Holding down the mouse button, drag the box to the desired size. To maintain the image proportions click and drag a corner square while holding down the **Shift** key.

6. To change the shape and size of the text box, click one of the handles on the text box frame. The cursor will change to a **two-arrow** pointer. Holding down the mouse button, drag the box to the desired size. To maintain the text box proportions click and drag a corner square while holding down the **Shift** key.

7. To move the text box, click the outside frame. The cursor will change to a **four-arrow** pointer. Hold down the mouse button and move the box to a new location.

If it is difficult to position the box, you may want to disable the snap to grid option. To do so, select **Draw** > **Grid** on the **Drawing** toolbar, and then deselect **Snap objects to grid**.

8. To remove the text box borders, right click the text box border. Select **Format Text Box**. Select the **Colors and Lines** tab. Under **Line** set the **Color** to **No Line**. Click **OK**.

9. To rotate text, select the text, then select **Format** > **Text Direction**. You can rotate text 90° to the right or left. Insert **WordArt** to rotate text 180°.

There are limitations when rotating graphics or clipart in all versions of Microsoft® Word. Refer to the **Help** file or a Microsoft® Word manual for additional information.

10. Select **File** > **Save**. Navigate to the drive and folder where the label project is to be saved.

11. Type the **File name** and click **Save**.

12. Select **File** > **Print**. Change the **Printer Name** to **Personal Label Printer** from the drop down list.

13. Click **OK** to print the label.

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